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THE ENGLISH VERSION IS SOLELY PROVIDED FOR INFORMATION PURPOSES

Information Form for International Students

to establish whether the obligation to pay tuition fees according to section 5 of the Act on Fees in Higher Education of the Land of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG) applies

Application ID/Student ID number: _____

Last name: _____ First name: _____

Date of birth: _____ E-mail: _____

Subject (program of study): _____

Degree (bachelor's/master's): _____

From winter semester 2017/18 onwards, higher education institutions in Baden-Württemberg will be charging tuition fees of EUR 1,500 per semester for international students. According to section 3 LHGebG, international students who are not citizens of an EU or EEA country have to pay tuition fees.

As an international student, you are generally obliged to pay tuition fees. However, the act includes certain exceptions where international students who fulfill the required criteria are not obliged to pay tuition fees. If the exception criteria apply to you and you provide the necessary documents of proof in due time before enrollment or re-registration, you do not have to pay tuition fees.

If only one of the exceptions listed applies to you, you are requested to fill in the information form and answer the questions asked. Don't forget to sign the form and return it together with a scan of the supporting documentation to studiengebuehren@zuv.uni-heidelberg.de. The information form and the supporting documentation must be submitted within three weeks of the date indicated on your notice of admission. The decision regarding the obligation to pay fees will be noticed to you by email within four weeks after you submitted the information form.

Please note that you will be required to submit the original documentation or a certified copy (together with a certified translation in German or English) for completing the registration (matriculation).

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I hold a **residence permit for Germany**, not only for study purposes but also for **family-related reasons** (e.g. spouse, life partner or child of a German citizen, an EU/EEA citizen or a foreigner with a settlement permit), because I had to flee from my homeland or a permanent residence permit for other reasons:

Proof required varies with every reason for exception, but a copy of the residence permit is always required:
Please indicate which type of residence permit you have been issued:

<input type="checkbox"/> Section 5 subsection 1 sentence 1 LHGebG: Spouse or life partner or child of an EU/EEA citizen who holds freedom of movement according to section 3 of the Freedom of Movement Act/EU: Residence card according to section 5 subsection 1 of the Freedom of Movement Act/EU or a permanent European Community residence permit (section 71 of the Residence Act/EEA)
Proof: <ul style="list-style-type: none">- residence card AND- spouse's residence permit OR- identity card of a EU-parent AND- notarized copy of your birth certificate and notarized translation if necessary <i>Please note:</i> The residence card or European Community residence permit is issued by the responsible foreigner's office upon request.
<input type="checkbox"/> Section 5 subsection 1 sentence 2 LHGebG:
Proof: <ul style="list-style-type: none">- Settlement permit OR- Permanent EU residence permit (according to section 5 subsection 1 Freedom of Movement Act/EU)
<input type="checkbox"/> Section 5 subsection 1 sentence 3 LHGebG:
Proof: <ul style="list-style-type: none">- Residence permit according to section 25 subsection 2 AufenthG OR- Settlement permit
<input type="checkbox"/> Section 5 subsection 1 sentence 4 LHGebG
Proof: <ul style="list-style-type: none">- Certificate or passport entry, certifying the status as a stateless foreigner
<input type="checkbox"/> Section 5 subsection 1 sentence 5 LHGebG, 1 st alternative
Proof: <ul style="list-style-type: none">- residence permit according to section 22, section 23 subsection 1, 2 or 4, section 23 a, section 24, section 25 subsection 1 or 2, sections 25a, 25b, 28, 37, section 38 subsection 1 sentence 1 number 2 or section 104a AufenthG.
<input type="checkbox"/> Section 5 subsection 1 sentence 5 LHGebG, 2 nd alternative
Proof: <ul style="list-style-type: none">- Spouse/life partner/child of a foreigner with settlement permit, with residence permit according to sections 30 or 32 to 34 AufenthG

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☐ Section 5 subsection 1 sentence 6 LHGebG, 1st Alternative:

Proof:

- Residence permit according to section 25 subsection 3 or 4 sentence 2 or subsection 5 or section 31 AufenthG **AND**
- A confirmation from the foreigner's office indicating an uninterrupted legal permitted or temporarily admitted stay of at least 15 months.

☐ Section 5 subsection 1 sentence 6 LHGebG, 2nd Alternative: **Spouse/life partner/child of a foreigner with**

Proof:

- Residence permit according to sections 30 or 32 to 34 or 36a AufenthG **AND**
- A confirmation from the foreigner's office indicating an uninterrupted legal permitted or temporarily admitted stay of at least 15 months.

☐ Section 5 subsection 1 sentence 7 LHGebG:

Proof:

- Passport entry or certificate confirming the temporary suspension of deportation **AND**
- a confirmation from the foreigner's office indicating a permitted or temporarily admitted stay of 15 months

☐ Section 5 subsection 1 sentence 8 LHGebG: **I have been in Germany for at least five years in total and have been legally employed.**

Proof:

- Employment verification form **AND**
- tax assessment notices **OR**
- proof from the employer (if current tax assessment notices are not yet available)

☐ Section 5 subsection 1 sentence 9 LHGebG: **One of my parents has resided and worked legally in Germany for three of the six years before my program of study started.**

Proof:

- Notarized copy and official translation of the birth certificate **AND**
- employment verification form completed by the parent **AND**
- tax assessment notices **OR**
- proof from the employer (if current tax assessment notices are not yet available)

☐ Section 5 subsection 1 sentence 10 LHGebG: **I have already obtained a bachelor's AND a master's degree in Germany.**

Proof:

- Notarized copies of **BOTH** German degree certificates

☐ Section 5 subsection 1 sentence 10 LHGebG: **I have already obtained a state examination degree or a Diplom degree or a Magister degree in Germany.**

Proof:

- Notarized copy of the German degree certificate

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- ☐ **I hold Swiss nationality and am employed in Germany, or I have a family member with Swiss nationality who is employed in Germany:** Exemption in accordance with the agreement dated 2 September 2001 between the European Community and its member states and the Swiss Confederation relating to freedom of movement.

Proof:

- Residence permit, your own or that of your relevant family member **AND**
- form relating to employment. If applicable, parents' employment and tax assessment notices for the entire period **AND**
- Proof of the employer (if current tax assessment notices cannot be provided) **AND**
- if applicable, a copy of birth certificate with a full, official translation into German **OR**
- if applicable, official copy of marriage certificate with full and official translation into German

- ☐ **I have Turkish nationality and reside lawfully in Germany with my parents, who are or were legally employed in Germany. I do not qualify for exemption according to one of the conditions outlined above and I do not hold a German university entrance qualification.** Exemption according to order no. 1/80 of the Association Council dated 19 September 1980 relating to the development of the Association (EEC/Turkey).

Proof:

- Proof of residence/registration at parents' address since the beginning of the course **AND**
- copy of birth certificate with a full, official translation into German **AND**
- form relating to the employment of one parent, including tax assessment notices

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Please note

Your application can only be taken into account if the forms and documents were submitted as required and in time. If you do not submit the necessary forms and documents which prove that the criteria for an exception are fulfilled according to section 5 of the LHGebG, we will assume that you are obliged to pay the tuition fees for international students.

Obligation to cooperate: You are obliged to immediately disclose any changes relevant for the fulfillment of the exception criteria, the exemption from or the reduction of tuition fees, or which have been object of declarations relevant for the fulfillment of the exception criteria, the exemption from or reduction of tuition fees.

Only the German version of this form is legally binding. Please fill out the German form and sign it.

Information Electronic procedure: At *Heidelberg University* the process of collecting fees is carried out electronically. In particular, information on hearings, notifications and decisions issued in regard to the collection of fees as well as official notifications are issued electronically. The procedure will be carried out via your Heidelberg University E-Mail account. Please check your university e-mail account regularly.

Duration of the exception: If your residence permit means that you are not obliged to pay tuition fees, **this exception shall be valid for the duration of your residence permit.** Please submit this form again, along with a notarized copy of the new residence permit, as soon as your current residence permit expires. Please also adhere to the re-registration deadlines. You may only re-register without having to pay tuition fees if your updated form and the notarized documents have been submitted and processed. We therefore ask you to please submit the form and the documents before 15 February for the spring semester/summer semester and before 15 August for the fall semester/winter semester.

Payment of separate fees for enrollment and re-registration: Please note that even if you are not obliged to pay tuition fees for international students, you still have to pay enrollment or re-registration fees: Studierendenwerk fee, administration fee, fee for the student body representative committee (Verfasste Studierendenschaft).

<https://www.uni-heidelberg.de/courses/prospective/fees/index.html>

Reimbursement: Tuition fees, which have already been paid, may be reimbursed, in particular,

- if you fulfilled the exception criteria before enrollment or re-registration but were not able to provide the necessary documents of proof through no fault of your own,
- if you qualify for an exception according to the relevant legal regulations within one month of the lecture period beginning.

Notarized copies: Notarized copies have to be notarized by municipal authorities (e. g. city hall, citizens service office) or a notary. Documents notarized by other entities (e. g. AStA, health insurance provider) will not be accepted.

Translations

Translations have to be produced by a sworn translator. The translation has to be submitted to the higher education institution bearing the original stamp and signature of the translator.

Further details: Further information on tuition fees can be found at

<http://www.landesrecht-bw.de/jportal/:jsessionid=23AB0B135A7B74E48F2270E41B5570B8.jp91?quelle=jlink&query=HSchulGebG+BW&psml=bsbawueprod.psml&max=true&aiz=true#jlr-HSchulGebGBWV8P5>

And:

<https://www.uni-heidelberg.de/courses/prospective/fees/tuitionfeesinternational.html>

In case of further questions, please do not hesitate to contact:

studiengebuehren@zuv.uni-heidelberg.de