

Application for change of major/minor

for the summer semester _____ / winter semester _____ / _____

Last name, first name

Student number (*Matrikelnummer*)

Current study programme (subjects and degree)

Nationality

(See reverse side for additional information)

► I present one of the following documents:

- | | |
|---|--|
| <input type="checkbox"/> degree certificate (original or certified copy) | <input type="checkbox"/> admission as a PhD student |
| <input type="checkbox"/> if applicable: proof of <i>Orientierungsprüfung/Zwischenprüfung</i> or extension | <input type="checkbox"/> recognition of periods of study |
| <input type="checkbox"/> school-leaving certificate | <input type="checkbox"/> departmental student advisor: see reverse |
| <input type="checkbox"/> admission letter for new major/minor | <input type="checkbox"/> after re-registration: semester sheet |

► New study programme – major/minor (please fill in your new course of study)

Degree: <input type="checkbox"/> Bachelor <input type="checkbox"/> Lehramt Gymnasien <input type="checkbox"/> Lehramt Berufsschulen <input type="checkbox"/> Lehramt Erweiterungsprüf. <input type="checkbox"/> Staatsexamen <input type="checkbox"/> Diplom <input type="checkbox"/> Magister <input type="checkbox"/> kirchliches Examen <input type="checkbox"/> Fakultätsprüfung <input type="checkbox"/> Promotion <input type="checkbox"/> Master	Major/Minor: 1. _____ <input type="checkbox"/> Major <input type="checkbox"/> BA 100% / <input type="checkbox"/> BA 75% / <input type="checkbox"/> BA 50% (1 st major) Semester 2. _____ <input type="checkbox"/> Major / <input type="checkbox"/> Minor / <input type="checkbox"/> BA 50% (2 nd major) Semester 3. _____ <input type="checkbox"/> Minor / <input type="checkbox"/> BA 25% / <input type="checkbox"/> MA – optional subject (<i>Begleitfach</i>) Semester
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Parallel degree programme / additional major/minor:

Degree: <input type="checkbox"/> Bachelor <input type="checkbox"/> Lehramt Gymnasien <input type="checkbox"/> Lehramt Berufsschulen <input type="checkbox"/> Lehramt Erweiterungsprüf. <input type="checkbox"/> Staatsexamen <input type="checkbox"/> Diplom <input type="checkbox"/> Magister <input type="checkbox"/> kirchliches Examen <input type="checkbox"/> Fakultätsprüfung <input type="checkbox"/> Promotion <input type="checkbox"/> Master	Major/Minor: 1. _____ <input type="checkbox"/> Major <input type="checkbox"/> BA 100% / <input type="checkbox"/> BA 75% / <input type="checkbox"/> BA 50% (1 st major) Semester 2. _____ <input type="checkbox"/> Major / <input type="checkbox"/> minor / <input type="checkbox"/> BA 50% (2 nd major) Semester 3. _____ <input type="checkbox"/> Minor / <input type="checkbox"/> BA 25% / <input type="checkbox"/> MA – optional subject (<i>Begleitfach</i>) Semester
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Type of degree: first-degree study programme second degree PhD
 consecutive master's programme additional subject / continuing-education master's programme

Status: full-time student *Nebenhörer* (participant only in selected courses)

Employed? yes _____ (hours/week) no

I affirm that in the major/minor for which I wish to apply I have not lost my *Prüfungsanspruch* (entitlement to take examinations).

I am aware that I must inform my *Ausländerbehörde/Landratsamt* (Foreigners' Registration Office) on the change of a major or a minor and that they must approve such a change.

Place, date

Signature

Bearbeitungsvermerke

Geprüft und vollzogen – Datum, Handzeichen

Additional information

► Do I need a certificate of recognition of study periods (*Studienzeitanrechnungsbescheinigung*)?

- ... **Yes, if you change your minor to your major**
e.g. your minor in *Germanistik* becomes your major
(If your major becomes your minor, you do not need a certificate of recognition of study periods.)
- ... **Yes, if you change your degree (even if your major/minor stay(s) the same)**
e.g. from bachelor to *Lehramt*
- ... **Yes, if you change to a similar or neighbouring subject** (e.g. from *Japanologie* to *Ostasienwissenschaft*)

► Do I need to see a departmental student advisor (*Fachstudienberater*), and why?

You must present proof of an advising meeting with the departmental student advisor of your new major/minor (he or she can either fill in the box on this form or use the form "*Bescheinigung des Fachstudienberaters*") if the following is true.

An advising meeting is obligatory if, on the day you hand in your application for change of major/minor, you are in your third or higher subject-related semester (*Fachsemester*) in the major/minor you wish to change. Cf. § 60 Abs. 2 Nr. 5 LHG:

Die Zulassung nach Absatz 1 Satz 3 ist zu versagen, wenn die Person einen Studiengang im dritten oder in einem höheren Semester wechseln will und nicht den schriftlichen Nachweis über eine auf den angestrebten Studiengang bezogene studienfachliche Beratung gemäß § 2 Abs. 2 erbringt.

If you change **one of your subjects**, please consult the **departmental student advisor of your new subject**.

If you change both your majors, please consult the departmental student advisor of your new 1st major.

If you change your major and your minor, please consult the departmental student advisor of your new major.

You can find out which advisor is responsible for you on the lists posted online at:

www.uni-heidelberg.de/studium/kontakt/fachstudberatung.html

If you change your major/minor during the re-registration period up to the third subject-related semester, you do not need to go to the departmental student advisor (since you are then still in your second subject-related semester).

If more than one subject is being changed at the same time, only one advisor is required. This advisor will check your course selection. If you consult with other advisors from the various subjects, you need not inform the registrar.

Bescheinigung des Fachstudienberaters

Der/Die Studierende _____ hat sich heute über den **neuen** Studiengang

Name, Vorname

fachlich beraten lassen.

Heidelberg, den _____

Dienstsiegel

Unterschrift des/der Fachstudienberaters/in

If you have problems or do not know which major/minor can be combined, please consult the **International Students Office** (Seminarstraße 2, 69117 Heidelberg, phone: 06221/54-5454).