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Information Form for International Students

to establish whether the obligation to pay tuition fees according to section 3 and following sections 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): _____

Nationality: _____

From the fall/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.

To assess whether you are obliged or exempted from the tuition fees for international students please print out and fill in this form. Please mark only the statements which are appropriate with your individual situation. Please submit the form and the required documents of proof.

Please bring the original documents or notarized copies of the documents with you when you enroll.

- I have been rewarded a higher education entrance qualification in Germany.

Proof:

Copy of the secondary school-leaving certificate that corresponds to the German "Abitur" or equivalent

- I hold a residence permit for Germany for study purposes only or will apply for it.

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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), **as I had to flee from my homeland** or I hold a **permanent residence permit** for other reasons.

Proof:

- Copy of the residence permit

- In the past I have been in Germany for at least five years in total and have then been legally employed.

Proof:

- Overview table of:
 - Times of residence (from month/year until month/year)
 - Times of employment (from month/year until month/year)
- Copy of tax assessment notices
- Copy of residence permit(s)
- proof from the employer

- One of my parents has resided and worked legally in Germany for three of the six years before my program of study started.

Proof:

- Copy and official translation of the birth certificate
- Overview table concerning the parent of:
 - Times of residence (from month/year until month/year)
 - Times of employment (from month/year until month/year)
- Copy of tax assessment notices
- Copy of residence permit(s)
- proof from the employer

- I have already obtained a bachelor's AND a master's degree in Germany.

Proof:

- Copies of **BOTH** German degree certificates

- I have already obtained a state examination degree or a Diplom degree or a Magister degree in Germany.

Proof:

- Copy of the German degree certificate

Please note: Please send the signed form and the necessary documents to:

Hochschule Pforzheim
Studentische Abteilung
Tiefenbronner Str. 65
75175 Pforzheim

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An exception or exemption from the obligation to pay the tuition fee can only be stated if the forms and documents were submitted as required. If you do not submit the necessary forms and documents which prove that the criteria for an exception or exemption are fulfilled 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.

I declare that the information provided in this form is correct, and that I have not altered the form in any way.

City, Date

Signature

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Information

Electronic procedure

At *Hochschule Pforzheim* 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 information will be sent to the e-mail address which you gave to us. Please check your e-mail account regularly.¹

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 in good time before 15 January for the spring semester/summer semester and in good time before 01 July 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). In certain rare cases there might be an obligation to pay "Tuition Fees for a second degree".

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,
- if you qualify for an exception according to the relevant legal regulations within one month of the lecture period beginning.

Notarized copies

Original documents or notarized copies must be provided for the enrollment. 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 www.hs-pforzheim.de; "Studium"; "Vor dem Studium"; "Bewerbung"; "Gebühren"
In case of further questions, please do not hesitate to contact our StudiCenter,
Tel. 07231 – 28 6940, Mail: studicenter@hs-pforzheim.de.
