

INFORMATION FORM FOR INTERNATIONAL STUDENTS

for the assessment of the tuition fee obligation or tuition fee exemption of international students according to § 3 following LHGebG (Landeshochschulgebührengesetz)

Application/ Student ID:

Last Name:

First Name:

Date of Birth: E-Mail:

Subject (Study Program):

Degree (Bachelor's/ Master's):

Nationality:

As of the winter semester 2017/18, higher education institutions in Baden-Württemberg will charge a tuition fees to **EUR 1,500 per semester** for international students. According to section 3 LHGebG, international students, who are no 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 exemptions, where international students who fulfill the required criteria are not obliged to pay tuition fees. If the exception criteria applies to you and you provide the necessary documents as 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 to your individual situation. Once completed, please send the form and the required documents, as proof, to the RWU Admission Office per email to → studiengebuehren@rwu.de by the deadline stated in your admission letter.

Please submit the original documents or notarized copies during your enrollment.

- ☐ 1. I have **successfully completed a higher education entrance qualification in Germany.**

Proof:

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

- ☐ 2. I have **already obtained a bachelor's and a master's degree in Germany.**

Proof:

- Copies of both German degree certificates

- ☐ 3. I have **already obtained a state examination, a Diplom or a Magister degree in Germany.**

Proof:

- Copy of the German degree certificate

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

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

Proof:

- Copy of the residence permit

- ☐ 6. In the past I have been in Germany for at least five years, in total, and I was 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

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

Please send the signed (wet signature only) form as well as the necessary documents by post or email within the deadline stated in your admission letter:

Postal Address:

Hochschule Ravensburg-Weingarten
Studierenden-Service/ Zulassungsamt
Doggenriedstraße
88250 Weingarten

Email:

studiengebuehren@rwu.de

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 are correct, and that I have not altered the form in any way.

Date, Place

Signature (wet signature only)