Effective: December 2022

Checklist: Proof and Documents for Enrollment
First-Year Students (EU) — Summer Semester 2023

In the summer semester 2023, enrollment at Universität Hamburg will take place digitally. Documents sent in paper form by post will not be considered! You will receive the relevant information on the digital enrollment application with your admission letter. Please note that you must enroll within 7 days after receiving your letter of admission. This deadline is final; no extensions can be granted. Please check your documents carefully using this checklist. The documents highlighted in colour must be uploaded within the enrollment deadline, otherwise your admission will no longer be valid. Please make sure that the files you upload contain complete documents. In particular, the baccalaureate certificate must contain all pages, individual pages are not enough! Incomplete documents may also cause your admission to become invalid. If there are no documents highlighted in colour in this checklist, there are no documents for your degree program that must be uploaded within the enrollment deadline. You can submit the remaining documents later without jeopardizing your admission. Submitting documents at a later date may mean that you only receive your permanent semester documents (proof of enrollment, BAföG certificate, and semester public transport pass) after the semester has started. Please send us any later submissions via www.uni-hamburg.de/submit-later. Without exception, all applicants (including students who have already enrolled) must upload the following documents:

### All applicants

<table>
<thead>
<tr>
<th>Applicant Group</th>
<th>Proof/Document(s)</th>
<th>Format</th>
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</thead>
<tbody>
<tr>
<td>All applicants</td>
<td>Higher education entrance eligibility, for example,</td>
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<td></td>
<td>- Abitur certificate</td>
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<td>- Meister (master craftsperson) or Fachwirt (certified specialist) certificate</td>
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<td></td>
<td>- higher education entrance eligibility pursuant to Section 38 Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG)</td>
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<td>- socioeconomics entrance examination</td>
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<td>- school leaving certificate from a German school abroad</td>
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<td>- degree from a German higher education institution</td>
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<td>- endorsement of recognition</td>
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<td>- Document about the recognition by Universität Hamburg</td>
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<td>- preliminary review documentation (VPD) from uni-assist</td>
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<td>- Studienkolleg assessment certificate (if no converted grade is indicated from the foreign higher education entrance eligibility, you must also provide proof of this — confirmation from the Studienkolleg, Document by Universität Hamburg or VPD from uni-assist)</td>
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<td></td>
<td>- other higher education entrance eligibility</td>
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Note on health insurance

In order to be enrolled, you must either have statutory health insurance or obtain exemption from insurance through a state health insurance agency.

Your status (insured or exempt) is transmitted to the universities by the state health insurance agencies via an electronic procedure. Thus, once you receive an acceptance letter, contact a public health insurance provider immediately and have yourself insured or exempted so that Universität Hamburg can be notified about your insurance status.

To notify Universität Hamburg of the insurance status, public health insurance providers may require:

- the sender number of the university: H0002269
- the company number of the university: 16711009

As long as your insurance status is not reported to Universität Hamburg, you will not be enrolled and therefore will not receive semester documents.

If you already have statutory health insurance, please provide us with your insurance number for data comparison. To do this, click on "Insurance data" in the menu on the left side of your STiNE account. You can also do this later if you have not yet taken out insurance. Please note that providing your insurance number in your STiNE account does not replace the notification of a public health insurance provider to Universität Hamburg, but is only used for data comparison.

If you are exempt from statutory insurance (e.g. because you are privately insured, because you are over 30 years old or because you have health insurance from another EU country), you still have to contact a statutory health insurance agency so that your insurance status can be confirmed and reported to Universität Hamburg.

Further information, in particular about exemption, is provided here: www.uni-hamburg.de/kven.

Due to the special admission criteria, you must additionally upload the following proof if you belong to one or more of the following applicant groups:

### Socio-economics

<table>
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<tbody>
<tr>
<td>Socio-economics</td>
<td>Proof of professional experience with the university of applied sciences entrance qualification or entrance examination (if indicated in your online application)</td>
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<tr>
<td></td>
<td>Certificate of professional qualification or proof of 3 years of professional experience, internships, editorial traineeships, military or voluntary service, and/or periods of child-rearing</td>
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Note:

• Proof of German language proficiency
  - See www.uni-hamburg.de/german-language

• Proof of citizenship / family membership
  - citizenship: copy of identity card or passport (of family member)
  - family membership: e.g. birth certificate, marriage certificate

*Uncertified copy*
### Applicant Group

### Proof/Document(s)

- **Teacher training**
  - Upload proof of language proficiency / certificates at enrollment for the following teaching subjects:
    - English
    - French (only „Lehramt für Sekundarstufe I und II“ and „Lehramt an berufsbildenden Schulen“)
    - Latin (only „Lehramt für Sekundarstufe I und II“)
    - Spanish (only „Lehramt für Sekundarstufe I und II“ and „Lehramt an berufsbildenden Schulen“)

  See [www.uni-hamburg.de/language-proficiency](http://www.uni-hamburg.de/language-proficiency)

- **Degree programs with special language requirements (Major/Minor)**
  - Upload proof of language proficiency / certificates at enrollment for the following degree programs:
    - French
    - Joint Study Program Bachelor of Laws (Hamburg/Istanbul)
    - Classical Philology (major)
    - Latin Philology (minor)
    - Spanish
    - Business Mathematics

  See [www.uni-hamburg.de/language-proficiency](http://www.uni-hamburg.de/language-proficiency)

- **Teacher training in vocational education („Lehramt an berufsbildenden Schulen“):**

  Proof of relevant vocational training (certificate) or confirmation of a 12-month professional internship from the Central Examination Office for Teacher Training (Zentrales Prüfungsamt für Lehramtsprüfungen, ZPLA)

  Exception: In the field of industrial-technical sciences ("Gewerblich-technische Wissenschaften"), it is possible to complete an internship within the degree program.

  See [www.uni-hamburg.de/language-proficiency](http://www.uni-hamburg.de/language-proficiency)

- **Human movement science (major / minor) teaching subject Sport**
  - Medical certificate of physical fitness
  - Proof of general rescue skills (first-aid)
  - Proof of athletic requirements ("Sport aptitude test")
  - Proof of swimming and water rescue skills (German rescue swimming badge in silver (DRSA))

  See [http://www.uni-hamburg.de/sportpruefung](http://www.uni-hamburg.de/sportpruefung)

* You may be asked to provide the documents marked with * as certified copies during the course of your studies. In this case, you will receive a message in your STiNE account. You will be given sufficient time to have your documents certified. For more information, see [www.uni-hamburg.de/certification](http://www.uni-hamburg.de/certification).

For more information about the procedures following enrollment, see [www.uni-hamburg.de/pe](http://www.uni-hamburg.de/pe).