

Checklist: Proof and Documents for Enrollment First-Year Students (EU) — Winter Semester 2024/25

In the winter semester 2024/25, 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 Abitur certificate must contain **ALL pages** (including the cover page and the page with the seal and signature), individual pages are not sufficient! 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. For late submissions, please use the “Submit further documents” area in the enrollment portal.

Without exception, all applicants (including students who have already enrolled) must upload the following documents:

Applicant Group	Proof/Document(s)	Format	✓
All applicants	<ul style="list-style-type: none"> Higher education entrance eligibility that you indicated in your application, e.g. one of the following documents: <ul style="list-style-type: none"> Abitur certificate Meister (master craftsperson) or Fachwirt (certified specialist) certificate Higher education entrance eligibility pursuant to Section 38 Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG) Socioeconomics entrance examination School leaving certificate from a German school abroad Degree from a German higher education institution Endorsement of recognition Document about the recognition by Universität Hamburg Preliminary review documentation (VPD) from uni-assist 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) Other German higher education entrance eligibility 	Uncertified copy*	<input type="checkbox"/>

Applicant Group	Proof/Document(s)	Format	✓
Application with foreign higher education entrance eligibility	<ul style="list-style-type: none"> Proof of German language proficiency See www.uni-hamburg.de/german-language	Uncertified copy*	<input type="checkbox"/>
	<ul style="list-style-type: none"> Proof of citizenship or other proof of equal status with German applicants <ul style="list-style-type: none"> Citizenship: copy of identity card or passport OR <ul style="list-style-type: none"> Other proof of German equivalent status See https://www.uni-hamburg.de/en/campuscenter/bewerbung/international/studium-mit-abschluss.html#v-13652532 	Uncertified copy*	<input type="checkbox"/>

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 and have yourself insured or exempted so that Universität Hamburg can be notified about your insurance status. However, this notification can also be made after the end of your enrollment deadline. As long as your insurance status is not reported to Universität Hamburg, you will not be enrolled and therefore will not receive semester documents.

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:

Applicant Group	Proof/Document(s)	Format	✓
Socio-economics	<ul style="list-style-type: none"> Proof of professional experience with the university of applied sciences entrance qualification or entrance examination (if indicated in your online application) 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	Uncertified copy*	<input type="checkbox"/>

Applicant Group	Proof/Document(s)	Format	✓
Teacher training	<ul style="list-style-type: none"> Upload proof of language proficiency / certificates at enrollment for the following teaching subjects: <ul style="list-style-type: none"> - 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“) <p>See www.uni-hamburg.de/language-proficiency</p>	Uncertified copy*	<input type="checkbox"/>
	<ul style="list-style-type: none"> If already available, upload proof of language proficiency / certificates for the following teaching subjects: <ul style="list-style-type: none"> - Greek (only „Lehramt für Sekundarstufe I und II“) The proof must be provided until you register for the bachelor's thesis. - History (only „Lehramt für Sekundarstufe I und II“) The proof must be provided until the completion of the advanced module ("Aufbaumodul"). - Protestant religion (only „Lehramt für Sekundarstufe I und II“) The proof must be provided until the end of the fourth subject semester. <p>See www.uni-hamburg.de/language-proficiency</p>	Uncertified copy*	<input type="checkbox"/>
	<ul style="list-style-type: none"> Teacher training in vocational education („Lehramt an berufsbildenden Schulen“): <p>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)</p> <p>Exception: In the field of industrial-technical sciences ("Gewerblich-technische Wissenschaften"), it is possible to complete an internship within the degree program.</p>	Uncertified copy*	<input type="checkbox"/>
Human movement science (major / minor) teaching subject Sport	<ul style="list-style-type: none"> Medical certificate of physical fitness Proof of general rescue skills (first-aid) Proof of swimming skills (German Swimming Badge in Gold (DSA)) 	Uncertified copy*	<input type="checkbox"/>

Applicant Group	Proof/Document(s)	Format	✓
Psychologie	<ul style="list-style-type: none"> Proof of the test result of the BaPsy-DGP study aptitude test 	Uncertified copy*	<input type="checkbox"/>
Degree programs with special language requirements (Major/Minor)	<ul style="list-style-type: none"> Upload proof of language proficiency / certificates at enrollment for the following degree programs: <ul style="list-style-type: none"> - French - Human Movement Science - Joint Study Program Bachelor of Laws (Hamburg/Istanbul) - Classical Philology (major) - Latin Philology (minor) - Spanish - Business Mathematics <p>See www.uni-hamburg.de/language-proficiency</p>	Uncertified copy*	<input type="checkbox"/>
	<ul style="list-style-type: none"> You must provide proof of language proficiency for <ul style="list-style-type: none"> - Psychology by the end of the first subject semester - History Major: by the completion of the advanced module ("Aufbaumodul"). Minor: by the time you re-enroll for the fifth subject semester - Greek Philology (minor) by the time you re-enroll for the third subject semester - Medieval Studies by the time you re-enroll for the fourth subject semester - Classical Archaeology (major) by the time you register for the bachelor's thesis <p>See www.uni-hamburg.de/language-proficiency</p>		

* 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.

For more information about the procedures following enrollment, see www.uni-hamburg.de/pe.

If you would like to receive important information and updates about the admissions and enrollment process directly on your mobile phone, please subscribe to our WhatsApp channel: <https://whatsapp.com/channel/0029Vager3m6mYPULPuahQ2h>.