Checklist: Proof and Documents for Enrollment
Master’s Degree Programs—Winter Semester 2022/23

In the winter semester 2022/23, 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. 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:

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<tr>
<th>Applicant Group</th>
<th>Proof/Document(s)</th>
<th>Format</th>
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| All applicants  | • First degree certificate  
If not yet available, you must submit this at the latest by the end of the first subject semester of your master's degree program (31 March or 30 September). Note: The degree certificate information will automatically be transmitted for graduates of Universität Hamburg who will obtain their degree during the first subject semester of their master's degree. Graduates of Universität Hamburg who have already received their transcript must upload an uncertified copy. | Uncertified copy* |

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.

In order to report your insurance status to Universität Hamburg, the health insurance agency may need Universität Hamburg’s sender number: 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.

* 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.