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 (Landeshochschulgebührenge setz, 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 until the end of the application deadline (summer semester: 15.1. / winter semester: 15.7) by Zulassungsamt.

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.
□ Ich besitze eine 

**residence permit for Germany**, nicht nur für die Studienzwecke, sondern auch für 

**family-related reasons** (z. B. Ehegatte, Lebenspartner oder Kind eines Deutschen, eines EU/EEA-Bürgers oder eines Fremden mit Settle-menterlaubnis), **as I had to flee from my homeland** oder ich besitze eine **permanent residence permit** für andere Gründe.

**Proof:**
- Kopie der Aufenthaltstitel

□ In der Vergangenheit habe ich mindestens fünf Jahre in Deutschland aufgebracht und bin dann legal beschäftigt gewesen.

**Proof:**
- Übersichtstabelle:
  - Times of residence (from month/year until month/year)
  - Times of employment (from month/year until month/year)
- Kopie der Steuerbescheide
- Kopie der Aufenthaltstitel
- Beweis der Arbeitgeber

□ Einer meiner Eltern hat legal für Deutschland aufgebracht und gearbeitet für drei von den sechs Jahren, bevor mein Studium begann.

**Proof:**
- Kopie und offizielle Übersetzung des Geburtszertifikats
- Übersichtstabelle:
  - Times of residence (from month/year until month/year)
  - Times of employment (from month/year until month/year)
- Kopie der Steuerbescheide
- Kopie der Aufenthaltstitel
- Beweis der Arbeitgeber

□ Ich habe bereits einen Bachelor- und einen Master-Abschluss in Deutschland erworben.

**Proof:**
- Kopien von **BEIDE** deutschen Abschlusszeugnissen

□ Ich habe bereits einen staatlichen Abschluss, Diplom oder Magisterabschluss in Deutschland erworben.

**Proof:**
- Kopie des deutschen Abschlusszeugnisses

□ Ich bewerbe mich als Teilnehmer der Austauschprogramme zwischen Deutschland und anderen Ländern oder als Teilnehmer des Austauschprogramms meines Hochschulhauses.

**Proof:**
- Bestätigung der Hochschule oder einer anderen Stelle

**Please note:** Um die Genehmigungsverfahren zu vereinfachen und die Aufnahmedauer zu verkürzen, bitten wir Sie, diese Information mit dem Bewerbungsformular einzureichen. Senden Sie die unterzeichnete Form und die notwendigen Dokumente bis zum 15.07.2017 an

_Hochschule Esslingen, Zulassungsamt, Kanalstraße 33, 73728 Esslingen_

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The obligation to submit the information form exists only after the reception of the notification of admission, this relates also to the obligation to cooperate.

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
Information

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 1 January for the spring semester/summer semester and in good time before 15 June 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 soon at http://www.hs-esslingen.de/de/studium/studiengebuehren.html

In case of further questions, please do not hesitate to contact Studierendensekretariat, Email studierendensekretariat@hs-esslingen.de.