Enrolment Guide for the Summer Semester 2023 and Information on Arrival in Kiel

You are required to provide a number of documents, which you must send to us via E-Mail: enrolment@uv.uni-kiel.de from 01.02. until 15.03. 2023 at the latest. We will not consider any documents that are mailed to any other email address or arrive earlier or later than these dates. In order to ensure the efficiency of the overall enrolment process, please email us only once. Your mail should contain all the relevant documents (in .PDF form) as described in steps 1-4.

Kiel University reserves the right to request the originals or certified copies at a later date.

A) Enrolment Guide

Step 1: Start by collecting the following documents

- Scan of your admission letter: If you have not received an admission letter from the International Center, please provide a similar document, such as an Invitation letter from the Faculty, a professor, etc.
- Scan of a passport or ID
- Scan of a passport-size photo (as .jpg)
- Scan of your certificates (Higher Education Entrance Qualification, Bachelor’s degree, Master’s degree): Please provide your certificates in the original language as well as with a Translation in English or German. Certificates do not have to be certified
- Scan of your proof of language proficiency, if required
- Scan of your ex-matriculation certificate if you have previously been enrolled at a German university
- Scan of your online-enrolment form
- Payment receipt of semester fee or bank transfer statement

Step 2: Obtain proof of your health insurance

Students enrolled at Kiel University are obliged to register with a statutory health insurance provider. This section contains a list of the different options, which may apply to you. Please read them carefully in order to determine which document you need to provide.

Please contact first the (statutory) health insurance provider of your choice. The health insurance Company will send the proof of insurance cover to us electronically. The “M10” insurance Notification is paperless.

- Public (statutory) health insurance (Degree seeking Bachelor and Master students, as well as students completing state examination programs):

Please contact the German public health insurance provider that you registered with.

If you do not have public health insurance yet, please use the Internet to find out about the public health insurance providers in Germany.

Examples of public health insurance providers: AOK, Techniker Krankenkasse (TK), DAK, Barmer, etc.

- Private health insurance (e.g. Erasmus, non-degree, scholarship and doctoral students):
Please obtain an exemption ("Befreiung") which confirms that you are exempt from paying mandatory insurance. In order to obtain this document, please contact any public German health insurance company, provide proof of your current insurance, and request an exemption.

An exemption does not qualify as health insurance but merely verifies that you have either private insurance or insurance from your home country.

☐ Students who are over 30 years old: You are not required to provide proof of health insurance.

Step 3: Pay the semester fee
All students are required to pay €328 (€273 semester fee + €55,00 enrolment fee)
Payment via bank transfer:
Address: Studentenwerk SH-CAU-STUD
Bank: Förde Sparkasse
Address of the bank: Förde Sparkasse, Lorentzendamm 28-30, 24103 Kiel
IBAN: DE80 2105 0170 0025 0007 61
BIC: NOLADE21KIE
Please enter: “Surname Forename ,, as the purpose of the transfer.

You are no longer able to pay at the Student Services (Studentenwerk) Cashier’s Office! Please attach the payment receipt or bank account statement to your E-Mail!

Step 4: Please print out the matriculation form (see attachment), fill in your information and attach the completed form to your email

- Personal details: Please fill in your personal details
- Health Insurance: Please fill in your health insurance information. If you are exempt from mandatory health insurance, please check the box that says “no”.
- Academic Background:
  - Please fill in all information about your university degrees (Bachelor, Master) if applicable.
  - Please fill in the number of months that you have been enrolled at a university outside of Germany. For example, this also includes previous studies in your home country.
- Address in Germany:
  - Please provide a current address in or outside of Germany: You may use your own address, the address of friends or family members or any other suitable address. However, it is important that you have access to the mail that we post to this address.
  - If you use an address of family members or friends, please provide their name in the category “additional remarks” (e.g. c/o Müller).
  - If you are living in a student dormitory, please include the room number.
- Please also provide your email address and phone number so that we can reach you if we have any questions.
- Academic Background in Germany:
  If you have never been enrolled at a German university before, you may skip this section.
- Please do not forget to sign the form!
Step 5: CAU Card - Welcome Letter – CAU Kiel Campus Management Log-in Data

Once, we have received and checked all your documents, you will be enrolled and you will receive an email containing all the relevant Information for Kiel University students. Please also note that it takes two weeks to print your CAU Card (Kiel University Student ID Card) after enrollment.

Note: You do not require the CAU Card to use public Transportation (bus and train), however you do need the semester ticket. The new semester ticket comes as mobile-Ticket for your Smartphone or, if you choose, as a classic paper-ticket (e.g. if you don’t have a Smartphone). You can activate the semester ticket directly after enrollment. If you have any questions regarding the semester ticket, please contact the AStA or NAH.SH: www.ast.a.uni-kiel.de/service/semesterticket www.nah.sh/semesterticket If you have any urgent questions about enrollment, please contact enrolment@uv.uni-kiel.de

For questions regarding matters other than enrollment, please contact the usual staff members at the International Center via apply-international@uv.uni-kiel.de

B) Information for your Arrival

The University has compiled a range of sources of Information to help you plan your Arrival and for your studies in Germany:

- All Information at a glance:
  https://www.international.uni-kiel.de/en/advising-activities-services

- Planning your arrival during the Corona pandemic:
  https://www.international.uni-kiel.de/en/advising-activities-services/service-information/arrival-to-kiel

- Visa and residence permit:
  https://www.international.uni-kiel.de/en/advising-activities-services/service-information/visa

- Accommodation:
  https://www.international.uni-kiel.de/en/advising-activities-services/service-information/accommodation-in-kiel

- Health insurance and liability insurance:
  https://www.international.uni-kiel.de/en/advising-activities-services/service-information/health-insurance

- Orientation programme:
  https://www.international.uni-kiel.de/en/advising-activities-services/activities-events/
We also recommend that you take a look at our brochures on starting your studies and the Welcome App:

- For students: [Step for Step – Pre-departure Information for Studying in Kiel](#)
- For doctoral students: [Starting your Doctoral Studies – Essential Information](#)
- Welcome-App for PhD students: [www.app-welcometo.uni-kiel.de](#)
  Request the password by E-Mail:
  Jan Bensien (students): [jbensien@uv.uni-kiel.de](mailto:jbensien@uv.uni-kiel.de)
  Nancy Smith (PhD students): [nsmith@uv.uni-kiel.de](mailto:nsmith@uv.uni-kiel.de)
- [International Students Advisory and other Services](#)