

# APPLICATION FOR ENROLMENT IN THE BACHELOR'S DEGREE PROGRAMME IN ENGINEERING AND MANAGEMENT AT MERSEBURG UNIVERSITY OF APPLIED SCIENCES



Merseburg University  
Student Office  
Eberhard-Leibnitz-Straße 2  
06217 Merseburg

E-mail: [studierendensekretariat@hs-merseburg.de](mailto:studierendensekretariat@hs-merseburg.de)

Receipt stamp

I hereby apply for enrolment for the winter semester: 202\_\_\_\_\_/202\_\_\_\_\_

I am applying

as a first-year student (freshman)

I have already completed an undergraduate degree course at a German university.

I intend to take up or continue another course of study parallel to the one I have applied for.

I am applying for a university card to be issued.

The universal service card of the university may be used simultaneously as a student card, a library card, a ticket for the Mitteldeutscher Verkehrsverbund (MDV) and as a payment card in the university canteen, the library and when using public photocopiers and printers.

Passport  
Photo

## 1. Personal Details

1.1 Name (birth name, if applicable)

1.2 First name (underline forename)

1.3 Gender (m/f/d)

1.4 Date of birth / place of birth (including county)

1.5 Postal address

1.6 Telephone

1.7 Mobile number

1.8 E-mail

1.9 Nationality

To be completed only by administrative staff:

Applicant number:

Matriculation number:

Besch. über endg. Nichtbestehen

Wehr-/Zivildienstbescheinigung

Besch. über erbrachte Leistungen

Hochschulzugangsberechtigungszeugnis

Exmatrikulationsbescheinigung

Gesellen-/Gehilfenbrief/Berufabschl.

Berufliche Tätigkeitsbeschreibung

Sprachnachweis Englisch

## 2. School and Vocational Training

### 2.1 Attendance of general and technical/vocational schools/colleges in order of attendance:

Type of School, Country	Attended from – to (Month / Year)	Type and Date of School-Leaving Qualification
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

### 2.2 Professional qualifications (vocational training / apprenticeship) obtained outside a higher education institution:

Professional or Vocational training completed or currently being completed?

No

Yes, as a .....

Start of professional / vocational training (Month / Year)

.....

Completion of vocational training (Month / Year)

.....

## 3. Universities attended

(e.g. University / University of Applied Sciences)

I have

not attended any of the following

attended the following universities

Name / Place / Country / Type of H. Ed. institution

from Summer Semester / Winter Semester - to SS / WS

.....	.....
.....	.....
.....	.....
.....	.....

Breakdown of semesters attended:

Number of Semesters*	Study programme / Subject	Type of university
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

\*(Please also state any practical semesters already completed or sabbatical semesters!)

I have been enrolled for a total number of .....semesters.

**I hereby declare that I am not currently enrolled at a German higher education institution in the same degree programme for which I am now applying.**

Final or intermediate examinations passed or expected to be passed shortly

Preliminary diploma or intermediate examination or completed foundation course Date, Place  
.....

Degree (e.g. Bachelor's degree, Diploma) Date, Place  
.....

**I hereby declare that I am not excluded from the study programme due to final failure of an examination (preliminary, intermediate, final or module examination) in the same study programme for which I am now applying for a place.**

**4. Evaluation criteria**

Overall grade in **mathematics** from the university entrance certificate: .....

Please write down the grade as in your certificate/report card, e.g.: 13/20. It will be converted to the German grading scale by the student office.

**5. The application is accompanied by:**

**5.1 Mandatory documents**

An officially certified copy of the certificate of higher education entrance qualification

Copy of a photo ID (identity card or passport)

A Curriculum Vitae in tabular form

Supplementary form belonging to the application for enrolment

Proof of language ability for study purposes (English language certificate)

**5.2 Optional proof, if applicable:**

If you have already studied in Germany: Proof of previous periods of study showing the number of university semesters at German universities

Informal application for parallel studies (if you want to take up or continue another study programme, parallel to the one you are applying for)

If you have already studied abroad: Proof of completion of at least one successful year of study

If you are applying for the 1st semester and are already enrolled in the same degree programme at a German university: Reason for the change of study location

If you have already completed your studies: Officially certified copy of the degree certificate from your first degree

Officially certified proof of professional qualifications

Proof of professional work/activities

If you have already completed an undergraduate degree at a German higher education institution: Reasons for pursuing a second undergraduate degree

Officially certified proof of compulsory military service/ civil service/voluntary social year, etc.

## 6. Important notes / explanations

### Application deadline

This application, including all documents and evidence, shall be submitted no later than the following date:

#### **July 15<sup>th</sup> of each year**

The date of receipt at Merseburg University of Applied Sciences (postal date),

Eberhard-Leibnitz-Straße 2

06217 Merseburg

(not the date of the postmark)

or by e-mail: [studierendensekretariat@hs-merseburg.de](mailto:studierendensekretariat@hs-merseburg.de) is decisive. The above-mentioned deadlines are final deadlines.

Please check [www.hs-merseburg.de](http://www.hs-merseburg.de) for deviating application deadlines.

Please state your name and degree programme in all correspondence.

I hereby certify that the above-mentioned information is complete and true to the best of my knowledge. I will inform you immediately of any changes that occur before the start of my studies. I am aware that I will be barred from studying at a university of applied sciences if the information provided proves to be untrue.

I hereby agree that Merseburg University of Applied Sciences will send me all information in the context of the application procedure as well as any relevant information about the university. This includes, in particular, the letter of admission, the letter of welcome from the university's Rector, information about the degree study programme and the university. Furthermore, I hereby agree that the data provided may be used for the application and admission procedure and the quality management system of Merseburg University of Applied Sciences. You may revoke your consent at any time vis-à-vis Merseburg University of Applied Sciences. The revocation must be made in writing after the procedure has been completed.

The data protection regulations of Merseburg University apply: <https://www.hs-merseburg.de/datenschutz/>

Place / Date

Signature of Applicant

.....

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