



## Information Form for a Second Degree

to verify the mode of study (first/second degree) and the tuition fee obligation or tuition fee exemption according to § 8 of the Act on Fees in Higher Education of the Land of Baden-Württemberg (LHGebG)

Matriculation number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Study program, degree: \_\_\_\_\_

Since winter semester 2017/18 higher education institutions in Baden-Württemberg charge tuition fees of EUR 650 per semester for a second degree.

In order to verify the tuition fee obligation as well as possible exceptions, please provide the following information and proofs (please read the note on the fee charge on pg. 2 under "Important"):

I have not yet obtained a higher education degree in Germany.

I will/have obtain/ed one or more higher education degree(s) in Germany:

**1. Higher education degree** → Proof: copy of the degree certificate

Study program, degree: \_\_\_\_\_

Higher education institution, city: \_\_\_\_\_

Date of degree: \_\_\_\_\_ Degree expected by: \_\_\_\_\_

**2. Higher education degree** → Proof: copy of the degree certificate

Study program, degree: \_\_\_\_\_

Higher education institution, city: \_\_\_\_\_

Date of degree: \_\_\_\_\_ Degree expected by: \_\_\_\_\_

So far, I have not enrolled in another study program at a higher education institution in Germany.

I am already enrolled in another study program at another higher education institution in Germany:

**Study program** → Proof: enrollment certificate

Study program, degree: \_\_\_\_\_

Higher education institution, city: \_\_\_\_\_

Degree expected by: \_\_\_\_\_

- I am already paying the tuition fee for international students.
- According to regulations governing the profession the second degree is mandatory in order to obtain a vocational qualification (e. g. oral and maxillofacial surgery, staff pharmacist of the Federal Armed Forces).

Vocational qualification: \_\_\_\_\_

Proof: Copy of the relevant regulations governing the profession, with source citation

- I am taking up an additional Master's study program within the teacher education after having completed e. g. a study program Master of Education or a State examination study program.

Additional subject: \_\_\_\_\_

- At the time the law came into effect (17 May 2017), I was enrolled in a multi-subject-program at the University of Stuttgart and now change one subject for the first time.

For further information (e. g. further higher education degree, study program) please take a separate piece of paper.

**Obligation to cooperate:**

According to § 10 subs. 1 LHGebG, you are obliged to give the information relevant for the fee calculation, and to disclose any changes in circumstances which are considerable for the exception or have been object of declarations relevant for the exception, immediately.

**Important:** If you are enrolled in another study program, you are obliged to notify the University of Stuttgart immediately and unsolicited as soon as you complete the program. The tuition fee for a second degree will be charged with the semester that follows the date of your first degree certificate. If you submit this certificate after the beginning of your studies the tuition fee can be charged subsequently.

**I declare that I have filled in the form truthfully and have not altered it in any way.**

**I declare that the information provided in this form as well as the documents of proof are correct and complete.**

**I have been informed that I must notify the university immediately, and without being asked, of any changes relevant for my application.**

**Providing incomplete or false information or deliberately withholding information may have penal consequences.**

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature (handwritten)

## **Please note:**

### **Electronic procedure**

At the University of Stuttgart the process of collecting fees is carried out electronically. In particular, hearings, notifications and decisions associated with the collection of fees as well as the announcement of administrative acts (official notifications) are issued electronically via the C@MPUS Portal (campus.uni-stuttgart.de).

During enrollment, you will be given a university e-mail account. Please make sure to check your inbox on a regular basis.

Notifications are considered as announced 3 days after they have been provided in the C@MPUS Portal at the latest, in case of delivery in paper form at delivery.

### **Notarized copies**

Copies of documents of proof 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.

### **Payment of the tuition fee and the semester fee**

Please note that enrollment / re-registration can only be processed after the tuition fee and the semester fee have been paid. Students who do not have to pay the tuition fee still need to pay the semester fee.

**For further information** on tuition fees please visit our website:

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/tuition-and-fees/tuition-fee/index.html>