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 (LH GebG)

Matriculation number: ______________________ Date of birth: ______________________
Last name: ______________________ First name: ______________________
E-mail address: _________________________________________________________________
Study program (subject): ______________________________________________________
Degree (bachelor’s/master’s): __________________________________________________

From the winter semester 2017/18 onwards, 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 documents of proof:

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

☐ I have obtained one or more higher education degree(s) in Germany:

1. Higher education degree → Proof: notarized copy of the degree certificate
   Designation: ______________________
   (e. g. Mechanical Engineering, Bachelor of Science)
   Higher education institution, city: ______________________
   (e. g. University of Stuttgart)

2. Higher education degree → Proof: notarized copy of the degree certificate
   Designation: ______________________
   (e. g. Mechanical Engineering, Bachelor of Science)
   Higher education institution, city: ______________________
   (e. g. University of Stuttgart)

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

☐ I am already enrolled in another/several other study program(s) at another/several other higher education institution(s) in Germany:

Study program → Proof: enrollment certificate
   Designation: ______________________
   (e. g. Mechanical Engineering, Bachelor of Science)
   Higher education institution, city: ______________________
   (e. g. University of Stuttgart)
   Expected date of degree completion: ______________________
   (e. g. June 2020)
☐ 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 (date of the degree certificate).

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: