Information Form for a Second Degree

to establish whether the student is taking up a first or second degree, and whether the obligation to pay tuition fees according to section 8 of the Act on Fees in Higher Education of the Land of Baden-Württemberg (Landeshochschulgebührenge setz, LHGebG) applies

Student ID 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 will be charging tuition fees of EUR 650 per semester for students taking up a second degree.

In order to determine whether you have to pay tuition fees, please fill in the following form and submit the respective documents of proof (e. g. enrollment certificate, de-registration certificate, degree certificate, etc.):

☐ 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

Name of study program and type of degree:

(e. g. Mechanical Engineering, Bachelor of Science)

Higher education institution/city: ________________________________
(e. g. University of Stuttgart)

2. Higher education degree

Name of study program and type of degree:

(e. g. Mechanical Engineering, Bachelor of Science)

Higher education institution/city: ________________________________
(e. g. University of Stuttgart)

3. Higher education degree

Name of study program and type of degree:

(e. g. Mechanical Engineering, Bachelor of Science)

Higher education institution/city: ________________________________
(e. g. University of Stuttgart)
At the time the amendment of the Act on Fees in Higher Education of the Land of Baden-Württemberg came into effect (on 17 May 2017), I was enrolled in the __________________________ study program at the University of Stuttgart. Therefore, the transitional provisions apply to me and I do not have to pay tuition fees.

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

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

Study program
Name of study program and type of degree:

(e. g. Mechanical Engineering, Bachelor of Science)
Higher education institution/city: _____________________________________________
(e. g. University of Stuttgart)
Expected date of degree completion: _________________________________________
(e. g. June 2017)

Study program
Name of study program and type of degree:

(e. g. Mechanical Engineering, Bachelor of Science)
Higher education institution/city: _____________________________________________
(e. g. University of Stuttgart)
Expected date of degree completion: _________________________________________
(e. g. June 2017)

Study program
Name of study program and type of degree:

(e. g. Mechanical Engineering, Bachelor of Science)
Higher education institution/city: _____________________________________________
(e. g. University of Stuttgart)
Expected date of degree completion: _________________________________________
(e. g. June 2017)

I am already paying tuition fees for international students.

According to regulations governing the profession, I am required to complete a second study program in order to obtain a degree which allows me to practice the profession (e. g. oral and maxillofacial surgery, pharmacy degree for the Federal Armed Forces):

Degree: ____________________________

Proof: A copy of the regulations governing the profession; please enclose information on the source.
☐ I am taking up a further subject in a teacher education program (as part of a state examination program or a new additional master’s study program) after having completed a bachelor’s program in teacher education, a Master of Education or the state examination.

Further subject: _________________________________________________

Obligation to cooperate
According to section 10 subsection 1 LHGebG, you are obliged to immediately disclose any changes relevant for the calculation of tuition fees, the fulfillment of the exception criteria, the exemption from or 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.

Please note:
If you are enrolled in another study program, you are obliged to immediately notify the University of Stuttgart when you complete it (date on the degree certificate).

I declare that the information provided in this form as well as the documents of proof are correct and complete, and that I have not altered the form in any way.
I have been informed that I must notify the university immediately, and without being asked, of any changes relevant for my request.
Providing incomplete or false information, or deliberately withholding information may have legal consequences.

__________________________________________  _____________________________
City, Date                                              Signature (original)

Important Information

Electronic procedure
At the University of Stuttgart the process of collecting fees is carried out electronically. In particular, information on hearings, notifications and decisions issued in regard to the collection of fees as well as 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 check your inbox on a regular basis. Notifications are considered issued three days after they have been sent to you via the C@MPUS Portal at the latest. In case of notifications sent via mail, they are considered issued when they are delivered.

Payment of tuition fees and semester fees
Please note that enrollment and re-registration can only be completed after the tuition fees and any other required fees have been paid. Students who do not have to pay tuition fees still need to pay semester fees.

Further details
Visit our website for more information on tuition fees: