Universität Stuttgart

Zentrale Verwaltung
Dezernat 3 - Studium
Studienbeiträge/-gebühren

Information Form for International Students

to assess whether the obligation to pay tuition fees according to section 5 of the Act on Fees in Higher Education of the Land of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG) applies

Matriculation number: _____ Date of birth: _____

Last name: _____ First name: _____

E-mail address: _____

Study program (subject): _____

Degree (bachelor's/master's): _____

Since the winter semester 2017/18, higher education institutions in Baden-Württemberg charge tuition fees of EUR 1,500 per semester for international students. According to § 3 LHGebG, international students who are not citizens of an EU/EEA country have to pay tuition fees.

As an international student, you are generally obliged to pay tuition fees. However, the Act includes a few exceptions (§§ 5, 20 subs. 1 sent. 2 LHGebG). In case you fulfill the criteria for an exception and submit the relevant documents of proof in due time before your enrollment or re-registration, you do not have to pay the tuition fee for international students.

Only print out and fill in this form if one of the following exceptions applies to you. If you would like to

- enroll, please submit the Application for Exception/Exemption, this Information Form and the required documents of proof after you have accepted the university place but before the enrollment deadline at the latest.
- re-register, please submit the Application for Exception/Exemption, this Information Form and the required documents of proof by the re-registration deadline (summer se-mester 15 February, winter semester 15 August) at the latest.

You can only enroll / re-register if you have paid tuition fees or if you have been granted an exception.

Information:
The **reasons for an exception of the obligation to pay** are listed on the following pages. **Please mark the exception which applies to you, and attach the required documents of proof to your application.**
Please submit **notarized copies of the documents of proof**. Alternatively you can present the originals with simple copies in person.
The proof of your residence permit is issued by the responsible foreigner's office upon request.

I. Exceptions due to a certain permit of residence

I hold the below marked **residence permit for Germany**. This is a residence permit not only for study purposes but **for family-related reasons** (e. g. as a spouse, life partner or child of a German, an EU/EEA citizen or a foreigner with a settlement permit), or because **I had to flee from my homeland**, or I hold an **unlimited residence permit** for other reasons:

☐ § 5 subs. 1 no. 1 LHGebG: Residence permit **as a spouse, life partner or child of an EU/EEA citizen** who enjoys freedom of movement according to § 3 subs. 1 and 4 of the Freedom of Movement Act/EU

Proof: - (permanent) residence card (acc. § 5 subs. 1 Freedom of Movement Act/EU) or an unlimited European Community residence permit (acc. § 7a Residence Act/EEC)

☐ § 5 subs. 1 no. 2 LHGebG: **Settlement permit** or **permit for permanent residency-EU**

Proof: - residence permit (settlement permit or permanent EU residence permit)

☐ § 5 subs. 1 no. 3 LHGebG: Residence permit **as a refugee according to the Geneva Convention on Refugees** who is recognized abroad and resides in Germany

Proof: - foreign passport for refugees according to art. 28 of the Geneva Convention on Refugees or appropriate entry of the foreigner's office in the passport or substitute passport AND
- residence permit that not only temporarily entitles to stay in Germany

☐ § 5 subs. 1 no. 4 LHGebG: Residence permit **as a homeless foreigner**

Proof: - certificate or entry in the passport confirming the status as a homeless foreigner

☐ § 5 subs. 1 no. 5 LHGebG: Residence permit **for international-law, humanitarian, political, family-related or other reasons** (acc. §§ 22, 23 subs. 1, 2 or 4, 23a, 24, 25 subs. 1 or 2, 25a, 25b, 28, 37, 38 subs. 1 sent. 1 no. 2, 104a, 104c AufenthG)

Proof: - residence permit (or fictional certificate); for refugees additionally: German passport

☐ § 5 subs. 1 no. 5 LHGebG: Residence permit **as a spouse, life partner or child of a foreigner with a settlement permit** (acc. §§ 30, 32, 33, 34 AufenthG)

Proof: - residence permit AND
- settlement permit of the spouse, life partner or parent AND
- marriage, partnership or birth certificate with translation

☐ § 5 subs. 1 no. 6 LHGebG: Residence permit **with previous residence times** (acc. § 25 subs. 3, 4 sent. 2 or subs. 5, § 31 AufenthG)

Proof: - residence permit AND
- confirmation from the foreigner's office indicating an uninterrupted legal, permitted or tolerated stay of at least 15 months

☐ § 5 subs. 1 no. 6 LHGebG: Residence permit **as a spouse, life partner or child of a foreigner with a residence permit** (acc. §§ 30, 32, 33, 34, 36a AufenthG)

Proof: - residence permit AND
- confirmation from the foreigner's office indicating an uninterrupted legal, permitted or tolerated stay of at least 15 months AND
- marriage, partnership or birth certificate with translation

☐ § 5 subs. 1 no. 7 LHGebG: Residence permit **based on suspension of deportation (toleration)**

Proof: - certificate or entry in the passport confirming the toleration AND
- confirmation from the foreigner's office indicating an uninterrupted legal, permitted or tolerated stay of at least 15 months

II. Exceptions due to other provisions

☐ § 5 subs. 1 no. 8 LHGebG: **I have stayed in Germany for at least 5 years in total and have been legally employed.**

Proof: - residence permit for 5 years in total, in which you were employed AND
- Employment Verification Form with information about the activities AND
- income tax certificates for 5 years AND
- confirmation from the employer that you were employed legally

☐ § 5 subs. 1 no. 9 LHGebG: **One parent has stayed and worked legally in Germany for 3 years within the 6 years before the beginning of my studies.**

Proof: - birth certificate with translation AND
- residence permit of the parent for 3 years in total, in which he/she was employed within the 6 years before the beginning of the studies AND
- Employment Verification Form for Parents with information about the activities AND
- income tax certificates for 3 years AND
- confirmation from the employer that the parent was employed legally

☐ § 5 subs. 1 no. 10 LHGebG: **I have already completed a Bachelor's AND a Master's degree in Germany or have obtained a State exam/Diploma/Magister degree in Germany.**

Proof: - degree certificate(s)

☐ § 5 subs. 2 LHGebG, special regulation: **I come from a country that has left the European Union (EU) or the European Economic Area (EEA) but I was already residing in Germany before the date of withdrawal.**

Proof: - residence permit AND
- confirmation of registration incl. date of move to Germany AND
- identity card or passport from your country of origin

Information: Your application can only be processed if the forms and documents of proof were submitted as required. If we do not receive the documents which prove that the criteria for an exception are fulfilled according to §§ 5, 20 subs. 1 sent. 2 LHGebG by the enrollment / re-registration deadline, we will assume that you are obliged to pay the tuition fee for international students.
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.

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.

_____ _____

Location, 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.

Translations
A translation has to be executed into German or English by a sworn or authorized or publicly appointed translator. The document has to bear the original stamp and the signature of the translator.

Duration of the exception from tuition fees for international students
If you are not obliged to pay tuition fees due to your residence permit, this exception is only valid for the duration of your residence permit. Therefore, please submit the proof of the extension of your residence permit before your current residence permit expires. Otherwise tuition fees will be charged as soon as your residence permit expires.

Please note the re-registration deadlines: You may only re-register without having to pay tuition fees if the Information Form for International Students and the required documents of proof have been submitted and processed, and the application has been approved. We therefore ask you to apply for the extension before the re-registration deadline (summer semester 15 February, winter semester 15 August).

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

Refund
Tuition fees, which have already been paid, may be refunded

- if you fulfilled the exception criteria before enrollment or re-registration but were not able to provide the necessary documents of proof through no fault of your own;
- if you qualify for an exception within one month after the beginning of the lecture period.

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