Information Form for International Students

to establish 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 (Landeshochschulgebührengegesetz, 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 fall/winter semester 2017/18 onwards, higher education institutions in Baden-Württemberg will be charging tuition fees of EUR 1,500 per semester for international students. According to section 3 LHGebG, international students who are not citizens of an EU or EEA country have to pay tuition fees.

As an international student, you are generally obliged to pay tuition fees. However, the Act includes certain exceptions (section 5 LHGebG). In case you fulfill the criteria for an exception and submit the relevant documents of proof in due time before enrollment or re-registration, you do not have to pay tuition fees 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 to the Admissions Office after you have accepted the study 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 to the Admissions Office by the re-registration deadline (for the summer semester: 15 February, for the winter semester: 15 August).

Please note that you can only enroll or re-register if you have paid your tuition fees or if you have been granted an exception/exemption.

Please submit certified copies of the documents of proof or present the originals in person to the Admissions Office together with this Information Form.

☐ I hold a residence permit for Germany, not only for study purposes but also for family-related reasons (e.g. I am the spouse, life partner or child of a German citizen, an EU/EEA citizen or a foreigner with a settlement permit), or because I had to flee from my homeland, or I hold a permanent residence permit for other reasons.

Proof:
- Notarized copy of the residence permit,
- if necessary: notification from the foreigner’s office indicating an uninterrupted legal, permitted or temporarily admitted stay in Germany of at least 15 months.
Please indicate which type of residence permit you have been issued:

Please note: The required documents of proof are issued by the responsible foreigner’s office upon request.

☐ Section 5 subsection 1 sentence 1 LHGebG: Spouse, life partner or child of an EU/EEA citizen who enjoys freedom of movement according to section 3 of the Freedom of Movement Act/EU: Residence card according to section 5 subsection 1 of the Freedom of Movement Act/EU or a permanent European Community residence permit (section 7a of the Residence Act/EEC)

☐ Section 5 subsection 1 sentence 2 LHGebG: Settlement permit or permanent EU residence permit (according to section 5 subsection 1 Freedom of Movement Act/EU)

☐ Section 5 subsection 1 sentence 3 LHGebG: Residence permit according to section 25 subsection 2 of the Residence Act (Aufenthaltsgesetz, AufenthG) or settlement permit

☐ Section 5 subsection 1 sentence 4 LHGebG: Certificate or passport entry certifying the status as a stateless person

☐ Section 5 subsection 1 sentence 5 LHGebG: Residence permit according to section 25 subsection 1, 2 or 4, section 23a, section 25 subsection 1 or 2, sections 25a, 25b, 28, 37, section 38 subsection 1 sentence 1 number 2 or section 104a AufenthG

☐ Section 5 subsection 1 sentence 5 LHGebG: Spouse, registered life partner or child with a residence permit according to sections 30 or 32 to 34 AufenthG of a foreigner with a settlement permit

☐ Section 5 subsection 1 sentence 6 LHGebG: Residence permit according to section 25 subsection 3 or 4 sentence 2 or subsection 5 or section 31 AufenthG AND a confirmation from the foreigner’s office indicating an uninterrupted legal, permitted or temporarily admitted stay of at least 15 months

☐ Section 5 subsection 1 sentence 6 LHGebG: Spouse, registered life partner or child with a residence permit according to sections 30 or 32 to 34 AufenthG of a foreigner with residence permit AND a confirmation from the foreigner’s office indicating an uninterrupted legal, permitted or temporarily admitted stay of at least 15 months

☐ Section 5 subsection 1 sentence 7 LHGebG: Passport entry or certificate confirming the temporary suspension of deportation AND a confirmation from the foreigner’s office indicating a permitted or temporarily admitted stay of 15 months

☐ Section 5 subsection 1 sentence 8 LHGebG: I have been in Germany for at least five years in total and have been legally employed.

Proof:
- Employment verification form AND tax assessment notices,
- proof from the employer (if current tax assessment notices are not yet available)

☐ Section 5 subsection 1 sentence 9 LHGebG: One of my parents has resided and worked legally in Germany for three of the six years before my program of study started.

Proof:
- Notarized copy and official translation of the birth certificate,
- employment verification form completed by the parent AND
- proof from the employer (if current tax assessment notices are not yet available)

☐ Section 5 subsection 1 sentence 10 LHGebG: I have already obtained a bachelor's AND a master's degree in Germany.

Proof:
- Notarized copies of BOTH German degree certificates

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Section 5 subsection 1 sentence 10 LHGebG: I have already obtained a state examination degree or a Diplom degree or a Magister degree in Germany.

Proof:
- Notarized copy of the German degree certificate

Section 20 subsection 1 sentence 2 LHGebG: At the time the law came into effect (on 17 May 2017), I was enrolled in a multi-disciplinary program at the University of Stuttgart and am now changing subject for the first time.

Proof:
- Enrollment certificate for the summer semester 2017

Section 20 subsection 2 sentence 1 LHGebG: During the winter semester 2016/17 and/or during the summer semester 2017, I was enrolled at a preparatory college in Baden-Württemberg and passed the assessment test, and I am now enrolling in a study program at a higher education institution for the first time since passing the assessment test.

Proof:
- Notarized copy of the assessment test certificate

Section 20 subsection 2 sentence 2 LHGebG: I received a written confirmation stating that I was granted a scholarship from a public funding organization before the law came into effect (i.e. before 16 May 2017) and I am now enrolling for the first time since being granted the scholarship.

Proof:
- Notarized copy of the letter of confirmation

Please note: Your request can only be taken into account if the forms and documents were submitted as required. If you do not submit the necessary forms and documents which prove that the criteria for an exception are fulfilled according to section 5 of the LHGebG by the enrollment or re-registration deadline, we will assume that you are obliged to pay the tuition fees for international students.

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 or the exemption from tuition fees, or which have been object of declarations relevant for the fulfillment of the exception criteria or the exemption from tuition fees.

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 make sure to check your inbox on a regular basis.

Notifications are considered issued at the latest three days after they have been sent to you via the C@MPUS Portal. In case of notifications sent via mail, they are considered issued when they are delivered.

**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**
Translations have to be produced by a sworn translator and have to bear the original stamp and signature of the translator.

**Duration of the exception**
If your residence permit means that you are not obliged to pay tuition fees, this exception shall be valid for the duration of your residence permit. Therefore, please submit a new Application for Exception/Exemption and a new Information Form for International Students, along with a notarized copy of the new residence permit, as soon as your current residence permit expires.

Please adhere to the re-registration deadlines. You may only re-register without having to pay tuition fees if your updated Information Form for International Students and the required documents of proof have been submitted and processed, and the request has been approved. We therefore ask you to please submit the form and the documents before 15 February for the summer semester and before 15 August for the winter semester (re-registration deadlines).

**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.

**Reimbursement**
Tuition fees, which have already been paid, may be reimbursed

- 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 according to the relevant legal regulations within one month of the lecture period beginning.

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