



University Aalen • Postfach 1728 • 73428 Aalen

Enrolment Number	Note Application/Admission office

## Enrolment for

SS     WS     /

Study Course	Semester

Dear applicant,

with your letter of admission you are allocated a place to study at Aalen University.

In order to complete the registration process at our university please return your letter of acceptance before the set deadline. Furthermore we require your enrolment for the time allocated to you in your letter of acceptance.

Please use the form below **and note the following:**

- Fill in information **only** in the provided spaces, starting at the left side. Tick all that applies to you. Please leave grey spaces empty.
- Please abbreviate sensibly, if provided spaces are insufficient.
- Use block letters only. Use upper and lower case letters for names, places, street names. You may use Umlaute (ä, ö, ü). Other symbols such as accents and additions can not be taken into consideration.
- Do fill in the form completely and correctly. Incomplete or illegible forms will be returned for correction.
- The legal basis for the collection of information can be found after each question. For additional comments see page 7.

### 1. Application number from letter of admission

Date stamp

### 2. Personal information § 1 Nr. 1 u. 2 HSchulDSV BW

Family name / surname

First name / given name

Name affix (voluntary)

Gender § 1 Nr. 4 HSchulDSV BW

männlich  weiblich

Date of birth § 1 Nr. 3 HSchulDSV BW

Place of Birth § 2 Nr. 1 HSchulDSV BW

Past names, for example maiden name § 2 Nr. 1 HSchulDSV BW

Nationality (for foreign applicants only) § 1 Nr. 6 HSchulDSV BW

Vehicle country ID

Country

### 3. Home address § 1 Nr. 5 HSchulDSV BW

Street address

Postal code

City

Addition (c/o for example, with family ...)

Telefon

Fax optional

E-Mail

### 4. Postal address during the semester (if different from home address) § 1 Nr. 5 HSchulDSV BW

Street address

Postal code

City

Addition (c/o for example, with family ...)

Telephone optional

Fax optional

E-Mail optional

At which address would you like to receive your correspondence

- Home address       Postal address during the semester

### 5. Form of studies § 2 Nr. 2 HSchulDSV BW

Is this your

- first study program  
 second study program (only if you have already completed a study program)  
 graduate / postgraduate / Master' study program



## 8. First enrolment at Aalen University § 1 Nr. 10 HSchulDSV BW

When were you first enrolled at Aalen University? (Do not answer this question if you have not attended Aalen University before this enrolment)

- Summer semester                       Winter semester

## 9. Semesters at a German institution of higher education § 2 Nr. 2 HSchulDSV BW

Total number of semesters you attended a **German** institution of higher education in the past (including former practical semesters and any semesters you were on leave, but exclude semesters spent at a preparatory college (*Studienkolleg*), preliminary courses, and practical semesters waived on the basis of vocational training.

Semesters on leave:

Practical semesters:

Number of semesters at a preparatory college (*Studienkolleg*):  
(only for students who had to take an entrance examination before enrolment)

Interruptions:

(when you were not enrolled for one or more semesters during one course of study)

Number of semesters in the former DDR or Berlin (East)

Type of studies in the former DDR:     On campus studies     Long distance studies

## 10. Were you enrolled in an institution of higher education last semester?

§ 2 Nr.4 HSchulDSV BW

- Aalen University     institution of higher education in Germany     institution of higher education abroad

Name and location (country) of the institution

Degree awarded

(Bachelor FH, Bachelor Uni etc.)

1. Major

2. Second major

3. Third major

Type of studies

- |  |   |
|--|---|
| <input type="checkbox"/> First course of studies/degree program  | <input type="checkbox"/> Doctoral studies                                 |
| <input type="checkbox"/> Second course of studies/degree program | <input type="checkbox"/> Continuing education studies                     |
| <input type="checkbox"/> Postgraduate studies                    | <input type="checkbox"/> Continued studies to improve grade point average |
| <input type="checkbox"/> Additional studies                      | <input type="checkbox"/> No degree awarded                                |

## 11. Have you taken any final examinations at another institution of higher education prior to this semester? (include foreign exams, if recognized in Germany) § 2 Nr. 5 HSchulDSV BW

### Last/latest examination

Type of degree  
(Bachelor FH, Bachelor Uni etc.) \_\_\_\_\_

Type of studies

- |  |   |
|--|---|
| <input type="checkbox"/> First course of studies/degree program  | <input type="checkbox"/> Doctoral studies                                 |
| <input type="checkbox"/> Second course of studies/degree program | <input type="checkbox"/> Continuing education studies                     |
| <input type="checkbox"/> Postgraduate studies                    | <input type="checkbox"/> Continued studies to improve grade point average |
| <input type="checkbox"/> Additional studies                      | <input type="checkbox"/> No degree awarded                                |

1. Major \_\_\_\_\_

2. Second major \_\_\_\_\_

3. Third major \_\_\_\_\_

Date of final exam (Date the final result was officially determined by the examination committee, etc)

Day	Month	Year

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Overall grade (include two places after the comma, ex. 230 for 2,30)

### If applicable: examination before last

Answer this question only if you have taken two final examinations.

Type of degree  
(Bachelor FH, Bachelor Uni etc.) \_\_\_\_\_

Type of studies

- |  |   |
|--|---|
| <input type="checkbox"/> First course of studies/degree program  | <input type="checkbox"/> Doctoral studies                                 |
| <input type="checkbox"/> Second course of studies/degree program | <input type="checkbox"/> Continuing education studies                     |
| <input type="checkbox"/> Postgraduate studies                    | <input type="checkbox"/> Continued studies to improve grade point average |
| <input type="checkbox"/> Additional studies                      | <input type="checkbox"/> No degree awarded                                |

1. Major \_\_\_\_\_

2. Second major \_\_\_\_\_

3. Third major \_\_\_\_\_



# Statement and Acknowledgement

## I certify

- that my statements are true and complete. I understand that falsified information may lead to cancellation of enrolment. § 60 LHG

## I hereby declare

- that I did not finally fail a (partial) examination/module in the course of studies for which I applied for the enrolment, or that I did not lose the right to pursue my examination for other reasons. Section 60 (2) no. 2 LHG
- that I am not conscripted for the defense of the military service or spare and I have not received such a notice so far. Section 60 (5) no. 3 LHG
- that I am in no employment, work or training relationship. (The activity as a student or scientific assistant as well as a tutor at the university is not regarded as an employment relationship within the meaning of this declaration.) As far as I am in a employment, work or training relationship, I attach appropriate documents stating that I have sufficient time to study, in particular to regularly attend the courses (e.g. the employer's certificate of the scope of the activity). Section 60 para. 2 no. 4 LHG
- that I have not been convicted of a deliberate criminal offense for a sentence of at least one year. § 60 para. 5 no. 5 LHG
- that I do not have to serve a prison sentence. Section 60 para. 6 no. 2 LHG
- that I am not suffering from any disease that seriously threatens the health of the other students or threatens the proper study operation. Section 60 para. 6 no. 1 LHG

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

## Legal basis:

The individual data is collected, stored, processed and forwarded to the legal basis given for each question. The various declarations are required by the following provisions:

- Regulation of the Ministry of Science on the collection and processing of personal data of study applicants, students and candidates for the administration of higher education institutions (Hochschul-Datenschutzverordnung - HSchulDSV BW), as amended on 28 August 1992.
- Landeshochschulgesetz (LHG), as amended on 1 January 2005 (Coll., P. 1).
- Data on which the university is required to provide information according to the Law on Statistics for Higher Education in the version dated 2 November 1990 (Hochschulstatistikgesetz - HStatG) (BGBl. IS. 2414) shall be communicated without mentioning the full name and address to the Statistical Office State Office BW.
- In addition, voluntary information can be provided to facilitate the work of the university administration (e.g., in the case of feedback, faster accessibility).
- Bundesausbildungsförderungsgesetz (BAföG) in the version of the notice of 6 June 1983 (Federal Law Gazette No. 645)

### Information on the use of university institutions

By enrolling, you will be a member of the university and may use the appropriate facilities of the university (e.g. library and computer center) as part of your studies. Together with the library and the data center, a usage relationship is established with the enrolment according to the regulations for matriculation at the University of Applied Sciences Aalen.

The university has issued usage regulations and / or special usage regulations for its respective facilities. These are binding for all members of the university.

You can find the usage rules of the library on our homepage at <https://www.hs-aalen.de/de/facilities/3/downloads>. The usage regulations and / or usage regulations of the other institutions of the university can be viewed at the respective institutions.

The same applies to the facilities and laboratories of the faculties.

### Transfer of data within the university

We would also like to inform you that, for administrative purposes, the following data can be used by the central facilities of the Aalen University of Applied Sciences for their respective tasks:

- Membership of the university
- Matriculation number
- Name, first Name
- Address(es) and e-mail address(es)
- Course of studies
- Classification semester

According to §§ 21, 22 LDSG, you have the right, on request, to receive information about the data stored by the University of Aalen about you and to request correction in case of incorrectly stored data. (Right of information and right of appeal). Please send a written information request or correction request to the Department of Admission and Central Student Services.

### Use of software

The system and user software used on computers of the university is protected by copyright. It may

- not be copied,
- not be commercially used and
- can not be passed on to third parties.

The deliberate and negligent violation of these copyrights can cause considerable claims for damages.

### Important:

By granting admission to studies, you have already received an e-mail account from the Aalen University of Applied Sciences. Please check your e-mails regularly, or redirect your e-mails to a corresponding private access. To this e-mail account, the University of Aalen sends important information on topics such as examination matters, information on the subject of study fees, general information and more.

I certify that I have read the notes on the use of university institutions and accept the terms and conditions of use.

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Date, signature