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4. Step - Matriculation

» Listen

In Germany every student has to pay a student fee. In Flensburg, this is supported by the Studentenwerk Schleswig-Holstein, an organisation that offers social facilities such as cafeteria, student dormitories and counselling services. The fee for the Studentenwerk Schleswig-Holstein is 63 euros per semester plus 12 euros to the AStA, 124 euros to the semester ticket, and 48 to AktikBus/train (total amount: 247 euros). The semester ticket entitles the holder to free bus/train travel within Schleswig-Holstein and Hamburg for the duration of one semester.

Required documents

- » Letter of acceptance
- » Copy of the visa (non-EU students only). EU students copy of ID or passport.
- » Proof of German health insurance or proof of exemption,
- » Proof of payment of student fees € 247



4) Registration Office (Sekretariat)

It is now time to matriculate!
You need to hand in the following documents to the Sekretariat (HEL 018):

- 1) Letter of acceptance
- 2) Copy of your Student Visa (non-EU students only), EU-students copy of ID or passport.
- 2) Proof of German health insurance (or proof of exemption)
- 3) Proof of payment of semester fee and inscription fee (degree seekers only)
- 4) Certificate of deregistration (if you have already studied in a German university before)



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