



The "silly" question is the first intimation of some totally new development.

Alfred North Whitehead

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## Matriculation

» Listen

If your application is approved and you are admitted to your chosen course of study, the Admissions Office ( **Zulassungsstelle** ) will send you an official letter of admission ( **Zulassungsbescheid** ) via email.

Your letter of admission indicates your matriculation (enrollment) deadline and lists all of the required documents for this. Be sure to send these documents via **SURFACE MAIL** (not by fax or e-mail) to the Registrar's Office ( **Studierendensekretariat** ). As these documents no longer require your signature, anybody can send them.

### Documents required for your matriculation:

1. **Notice of exmatriculation** if you have already studied at another German university. This document may be submitted at any time before the beginning of the official lecture period ( **Vorlesungszeit** ) at EUF.
2. A certificate of health insurance from a **statutory** health insurance provider or, if you have private health insurance, a permanent certificate of exemption from statutory health insurance. **This certificate can only be issued by a statutory health insurance provider**; an information sheet on compulsory health insurance for students can be found below.
3. **Proof of payment** (account statement or stamped transfer slips) showing that you have paid the **235-euro** semester fee the Schleswig-Holstein Student Union ( **Studentenwerk** ) into the following bank account:

Bank name: Förde Savings Bank Kiel  
IBAN: DE68 2105 0170 0025 0018 50  
BIC/SWIFT code: NOLADE21KIE

As the reason for payment ( **Verwendungszweck** ), please be sure to state *your first name, your last name* , and the semester when you will begin your studies at EUF. For example, write " *HeSe 2017/18* " if your studies will begin in the Fall Semester 2017.

4. **Proof of payment** (account statement or stamped transfer slip) indicating that you have paid the **25-euro** registration fee to the Schleswig-Holstein Chamber of Agriculture ( LKSH ) to the following bank account:

Bank Name: Deutschen Bundesbank  
IBAN: DE82 2000 0000 0020 2015 77  
BIC/SWIFT code: MARKDEF1200

Be sure to state " *8723-11101* " and " *Registration fee (for example)HeSe 2017/18 – YOUR SURNAME* " as the reason for payment ( **Verwendungszweck** ). You only need to pay this registration fee the **first time** you register at Europa-Universität Flensburg.

5. A residency permit for the duration of your studies (this only applies to only foreign *applicants* from non-EU countries).
6. A copy of your German *Personalausweis*, your passport, or national identification card.
7. A copy of the **first page** of your letter of admission, as the cover page of your matriculation documentation.

**ATTENTION:** These documents must be send to the Registrar's Office only **after** you have received your letter of admission. Please do not attach them to your application of admission.

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