

General Procedure for Requesting Certificates

Should you require a certificate from the MEP office for documentation reasons, please send an e-mail request to mep.admin@vwl.uni-freiburg.de specifying the type of certificate that you need. Should you have any questions, please do not hesitate to contact us. Letters can be provided in German and English.

Types of Certificates Usually Requested:

Student Status Certificate/Enrollment Certificate: You can find this certificate in HISinOne. Login to HISonOne, navigate to Student Service and the Reports tab. You will be able to download the reports confirming your enrollment, matriculation and periods of Study.

<https://campus.uni-freiburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>

Authentication Certificate: This certificate confirms enrollment status with expected completion date and is used in official documentation (i.e. CNMC for Chinese students).

Internship Certificate: States that you are a student at the Freiburg University and the University encourages students to take part in internships.

Immigration Office Certificate: This certificate can be provided to the immigration office confirming your student status for any official documentation.

Expected Completion Certificate: This letter provides the expected completion date of your studies. Please inform us which date you expect to complete your studies.

Acknowledgement of Completion Certificate: This letter will confirm that you have met all of the requirements for the master's degree and that you are only expecting the administration to issue and send you the official documents.

If you need an acknowledgement of completion of studies, you have completed the 96 ECTS and you have submitted your thesis but it is not yet graded.

English Certification: This letter provides proof of the program being taught entirely in English.

Exmatriculation Certificate: In the event of exmatriculation, we will provide this letter regarding the exmatriculation status

Extension of Registration Deadline: This letter can be provided as proof that registration has been extended for you.

Interruption of Studies Certificate: This letter serves as proof of an interruption of your studies and summarizes the amount of time you are on leave. Please reference the Special Procedures section, „Leave of Absence/Semester/Beurlaubung“ on the website for more information.

Semester Off: This letter confirms the terms and approval of taking a semester off.