

MASTER IN ECONOMICS PROGRAM (MEP)

Economics & Politics

Finance

Digital Markets

Overview of the matriculation process Intake 2023

Period of matriculation

Matriculation takes place between **June 1st** and **October 5, 2023**

All the official information about matriculation can be found here:

https://www.studium.uni-freiburg.de/en/student-services/matriculation?set_language=en

and here is the information about the study fees:

<https://www.studium.uni-freiburg.de/en/student-services/study-fees>

Documents required for matriculation

1. Your **matriculation application** printed in paper. You can prepare the matriculation form online. Please [log in with the access](#) data from your application, follow the instructions on the website, print the document at the end and sign it before submitting.
2. Your **letter of acceptance** printed in paper.
3. Your **university entrance qualification**. This is the school-leaving certificate that qualifies you for university study, typically obtained after finishing your secondary education and before starting university studies. In Germany it is known as *Abitur*.
4. **Health insurance certificate**: a certificate providing evidence of German statutory health insurance coverage or certificate of exemption:
 - If you already have a German statutory health insurance (*gesetzliche Krankenkasse*), please request them to electronically send the document called "*Meldegrund 10 for Uni Freiburg*" to the University of Freiburg.
 - If you are not yet in Germany, you can already contact your statutory health insurance company in advance, arrange your insurance and request the electronic submission of the "*Meldegrund 10 for Uni Freiburg*" to the University of Freiburg.
 - If you already have an insurance from a non-statutory health insurance company that is valid in Germany (e.g. European Health Insurance Card, private health insurance in your home country, or special private health insurance for your studies in Germany), you still must request a statutory health insurance company in Freiburg to certify that you are exempt from compulsory insurance and you should request the electronic submission of the "*Meldegrund 10 for Uni Freiburg*".to the University of Freiburg.
 - Here you have an overview of statutory health insurance companies in Germany. For orientation, most students have their insurance with either AOK or with TK but you should better check all of them. All of them have sections in English for international students:

<https://www.krankenkassen.de/krankenkassen-vor-ort/freiburg/>

5. **Confirmation of payment of the fees:** a receipt confirming payment of your student fees and administrative fees (original or printed)

- If you are planning to be in Germany before the end of the enrolment period, you can pay your fees directly in Germany and save the international transfer fees.
- If you need an invoice, you can find a document called “Gebührenbescheid” together with your letter of acceptance in the online application portal. This document serves as an invoice or order of payment.
- You can pay the fees in three ways:
 - With an EC card from a German Bank account (girocard) directly when you matriculate. (You need a PIN for your card!). We do not accept Visa or Mastercard.
 - By bank transfer. These are the bank account details:

Albert-Ludwigs-Universität Freiburg
LBBW/BW-Bank Stuttgart
IBAN DE71600501017438508768
BIC SOLADEST600
Please state as reference with your transfer the letters
“BEW”, your application number AND your first name and
surname (e.g. BEW621798LenaMusterfrau)

- The **deadline for the payment of the fees** is the deadline of enrolment. The date 15.08.2023 might be mentioned in some documents, but 15.08.2023 is only for students already enrolled so it does not apply to you. If you do not present evidence of paying the fees, you cannot enroll.
 - **Amount of the fees:** In the online application portal, you can find a document called “Gebührenbescheid” together with your letter of acceptance. It informs you of the amount you are supposed to pay as tuition fees. It also includes a form to request an exemption of the tuition fees.
 - **Tuition waivers:** The “Gebührenbescheid” includes a form to request an exemption of the tuition fees. At the following website you can find detailed information of the cases in which you can be exempted from the state fees (1500 EUR) <https://www.studium.uni-freiburg.de/en/student-services/study-fees>
6. Only for applicants who already studied in Germany: if you have already been enrolled as a student in Germany (even if it was only exchange or short-term), you need your printed exmatriculation certificate (*Exmatrikulationsbescheinigung*) and any certificates you earned from examinations at that university. If you need an exmatriculation certificate, please contact the respective university.
7. Original or certified copies of the application documents stated in your letter of acceptance: **English certificate equivalent to C1, Bachelor degree, transcripts of records from your Bachelor degree, APS certificate**, etc.
- Here you can find more information about which certified copies are accepted <https://master.econ.uni-freiburg.de/application/certified-copies/view>
 - Here you can find more information about which English certificates are considered equivalent to C1. Please notice that many applicants have received admission without a valid English certificate and will not be able to enroll unless a valid English certificate is provided.

https://www.studium.uni-freiburg.de/en/student-services/language-certificates?set_language=en

Additionally:

It is not required for matriculation, but remember that upon arrival in Freiburg, you must register as a resident at the Resident Registration Office of the City of Freiburg (or, if you live outside of Freiburg, with the local authorities of your municipality)

For additional information on the documents required for matriculation, you can visit the following website: https://www.studium.uni-freiburg.de/en/student-services/matriculation?set_language=en

The leaflet that you can download at this link, offers you additional clarifications on the documents required, the Uni Card and the insurance liability in Germany:

<https://www.studium.uni-freiburg.de/en/student-services/matriculation/docs/Uni-Freiburg-Leaflet-Matriculation.pdf>

How to matriculate?

If you have all the required documents within the period of matriculation, you can register either in person or by sending all the previously stated documents per post to:

Albert-Ludwigs-Universität Freiburg
Service Center Studium – International Admissions and Services
Sedanstraße, 6
79098 Freiburg - GERMANY

VISA

Please notice that visa is not required for enrolment, you can matriculate without being physically in Freiburg.

However, we no longer offer online lectures or online examinations, all academic activities take place in presence, with the exemption of few courses. It might thus be very complicated to follow the lectures without being in Freiburg. Additionally, it is not possible to request a refund of the fees after the fourth week of the semester, even if finally you do not receive visa on time to come to Freiburg to write the examinations. Further, applications to the housing services, which do not have a valid visa before the deadline on 31.08.2023, will be rejected by the housing services. This might require students to look for accommodation in the private market and the cost of the rents might well be not affordable for most of the students. Finally, it is important to mention that our examination rules require students to complete 30 ECTS after the second semester. This might present a serious challenge for students receiving their visa too late and missing the first semester.

To sum up, we will allow students without a valid visa to enrol, but we do not take any responsibility if the delays in the processing of the visa application do not allow students to properly follow their studies or cannot find accommodation in Freiburg.

In case your visa appointment is very late, we recommend you to withdraw your application and apply again when the application process for 2024 opens, around March 15, 2024. Also make sure your application is complete. Early complete applications benefit from a faster processing time and have better chances of having a valid visa on time.

Deadline extension: If you do not have all documents by the end of the matriculation period, but you think you could obtain them some weeks after the matriculation deadline expired, please contact the coordinator before the expiration of the deadline and request a deadline extension. The maximum possible extension will be until 17.11.2023.

You can request it starting September 5, 2023 to the clerk responsible for your file, based on the first surname of your surname:

International Student Administration

Dennis Brenner (Mr)
Clerk for surnames starting with A – F
1. floor, Room 01019
phone: +49 761 203 4242
✉ dennis.brenner@zv.uni-freiburg.de

Nytja Veser (Mrs)
Clerk for surnames starting with G – M
1. floor, Room 01020
phone: +49 761 203 4271
✉ nytja.veser@zv.uni-freiburg.de

Dr. Ruxandra Divora (Mrs) (on parental leave until October 2024)
Clerk for surnames starting with N – Z
1. floor, Room 01020
phone: +49 761 203 4371
✉ ruxandra.divora@zv.uni-freiburg.de

Ula Sereikaite (Mrs)
Clerk for surnames starting with N – Z
1. floor, Room 01020
phone: +49 761 203 4371
✉ ula.sereikaite@zv.uni-freiburg.de

Kindly notice that the International Student Administration does not send confirmation of reception of documents and generally do not answer e-mails with questions about topics that can be consulted at the website.