

The following document is a translation of the original form below. Please note that the purpose of the English version is only to assist you with filling out the original form. Only the original form in German will be accepted for official use.

Information Leaflet for Guest Students

In accordance with Article 12 of the matriculation regulations, persons without university entrance qualifications according to the Lower Saxony University Act (NHG) are eligible to attend certain courses at the University of Göttingen. They may be permitted to attend certain selected lectures and seminars as guest students. They do not become university students as defined by the NHG. Students of other universities are admitted as guest students, unless the attendance of the relevant courses is restricted under the NHG. **Please note that a scope of 10 semester hours per week or 12 credits (ECTS credits) per semester may not be exceeded as a rule.** (Exception: § 5 OffHoZugO)

According to a Senate resolution dated July 14, 2004, the following fees become due for each semester:

- | | |
|--|----------|
| ▪ for up to 4 weekly lecture hours | 75,00 € |
| ▪ for more than 4 weekly lecture hours | 150,00 € |

Please remit the fee before the beginning of the semester to the following account:

Georg-August-Universität Göttingen, Der Präsident
IBAN: DE57 2505 0000 0199 9537 04
BIC bzw. SWIFT-Code: NOLA DE 2H

Reason for payment: guest student, WiSe / SuSe, name, first name(s)

Enrolment procedure:

1. The application for admission as a guest student must be lodged separately for each semester prior to the matriculation deadline. For a summer semester, the application must be lodged prior to March 31, for a winter semester prior to September 30.
2. In the interest of quick, smooth processing, the application for admission and the guest student certificate must be filled in completely and carefully. In particular, the desired courses must be entered as selected from the catalogue of lectures.
3. After the courses have been selected, the completed application for admission must first be submitted to the dean of the relevant faculty for approval. A separate application for admission as a guest student must be submitted to each faculty.
4. Der ausgefüllte und befürwortete Aufnahmeantrag und der Nachweis über die eingezahlte Gebühr (Überweisungsbestätigung) sind per E-Mail an info-line-studium@uni-goettingen.de im Studierendenbüro einzureichen. Nach erfolgter Bearbeitung erhalten die Gasthörernden eine Bestätigung per E-Mail. **The Registrar's Office will not process the guest student application without prior approval from the faculty!**

Attention – please note:

Students of other universities in Lower Saxony are exempt from guest student fees if they present a valid student ID as evidence of their enrolment for the respective semester. Persons entitled to assistance under Book II or XII of the Social Code (SGB II or SGB XII) (in particular unemployment benefits and social security allowance) or the Asylum Seekers Benefits Act (AsylbLG) can apply for exemption from fees by attaching proof of their received assistance to their application. This does not apply to training measures funded by SGB II or SGB XII.

Application for Admission as a Guest Student

for the summer semester _____ for the winter semester _____ / _____

I herewith apply for enrolment as a guest student at the Faculty _____
and for permission to attend the courses specified overleaf.

Name, first name(s):: _____

**Previous guest
matriculation no. (if
known):** _____

Date of birth:: _____ **Geburtsort:** _____

Nationality: _____

Occupation: _____

**Secondary education
(graduation):** _____

**Address and phone No.
during the semester:** _____

E-Mail Address: _____

Art und Dauer bisher betriebener Studien (unter Angabe der besuchten Hochschulen und der Semester)

from to	Subjects	University

(Date, place)

(Signature)

Please note:

- Complete the form and enter the courses on the next page. Submit the application to the dean's office of the faculty concerned for approval. Please enter the courses on the next page of this form.
- Please Send the following documents via e-mail to infoline-studium@uni-goettingen.de with the subject "Application guest student": by e-mail to infoline-studium@uni-goettingen.de:
 - approved application for admission as guest student,
 - guest student certificate,
 - proof of payment

Bitte wenden ►

Course and course number	Degree Programme	Number of hours per week and ECTS credits	Name of lecturer

Please note the maximum enrollment of 10 semester hours or 12 credits (ECTS credits) per semester (exception: § 5 OffHoZugO).

The dean of your faculty will fill in this part:

Die Zahl der Semesterwochenstunden und ECTS-Credits werden eingehalten und

Der Aufnahmeantrag wird befürwortet ☐

Der Aufnahmeantrag wird nicht befürwortet ☐

(Stempel der Fakultät)

Datum und Unterschrift der Dekanin/des Dekans oder
der beauftragten Person der Fakultät

Bearbeitungsvermerke (the University will fill in this part)

EDV: Datum/SB