



International Students Information Request Form

to assess whether the obligation to pay tuition fees according to section 5 of the Act on Higher Education Fees of the State of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG) applies or not.

Application ID/student ID number: _____

Last name: _____ First name: _____

Date of birth: _____ Email: _____

Subject (study program): _____

Degree (bachelor's/master's): _____

From the winter semester 2017/18, higher education institutions in Baden-Württemberg will charge **tuition fees of EUR 1,500 per semester** for international students. According to section 3 LHGebG, international students who are no citizens of an EU or EEA member state will have to pay tuition fees.

As an international student, you are generally obliged to pay tuition fees. However, the Act stipulates certain exceptions, with international students fulfilling certain criteria not being obliged to pay tuition fees. If the exception criteria apply to you and you provide the necessary documents of proof in due time before enrollment or re-registration, you do not have to pay tuition fees.

Only print out and fill in this form, if one of the following exceptions applies to you. Please submit the form and the required documents of proof to

KIT, International Students Office - Zulassung,
Adenauerring 2, 76131 Karlsruhe

by **September 15** (winter semester) or **March 15** (summer semester).

Exceptions:

- I hold a **residence permit for Germany** not only for study purposes, but also for **family-related reasons** (e. g. spouse, partner or child of a German citizen, an EU/EEA citizen or a foreigner with a settlement permit), **as I had to flee from my home country** or I hold a **permanent residence permit** for other reasons.

Proof:

- ✓ Copy of the residence permit, certified by a notary public.
- ✓ If necessary: Confirmation of an uninterrupted legally permitted or temporarily permitted stay in Germany of at least 15 months, which is issued by the Foreigners Office.

Please indicate which type of residence permit you have been issued:

- Section 5, paragraph 1, clause 1 LHGebG: **Spouse or partner or child of an EU/EEA citizen** who enjoys freedom of movement according to section 3 of the Freedom of Movement Act/EU: Residence card according to section 5, paragraph 1 of the Freedom of Movement Act/EU or a permanent European Community residence permit (section 7a of the Residence Act/EEC).
Please note: The residence card or permanent European Community residence permit is issued by the responsible Foreigners Office on request.
- Section 5, paragraph 1, clause 2 LHGebG: **Settlement permit** or permanent **EU residence permit** (according to section 5, paragraph 1 Freedom of Movement Act/EU).
- Section 5, paragraph 1, clause 3 LHGebG: **Residence permit** according to section 25, paragraph 2 AufenthG or **settlement permit**.
- Section 5, paragraph 1, clause 4 LHGebG: Certificate or passport entry certifying the status as a stateless foreigner.
- Section 5, paragraph 1, clause 5 LHGebG: **Residence permit** according to section 22, section 23, paragraph 1, 2 or 4, section 23a, section 25, paragraph 1 or 2, sections 25a, 25b, 28, 37, section 38, paragraph 1, clause 1, number 2 or section 104a AufenthG.
- Section 5, paragraph 1, clause 5 LHGebG: **Spouse/partner/child of a foreigner with a settlement permit** or with a residence permit according to sections 30 or 32 to 34 AufenthG.
- Section 5, paragraph 1, clause 6 LHGebG: **Residence permit** according to section 25 paragraph 3 or 4, clause 2 or paragraph 5 or section 31 AufenthG AND a confirmation by the Foreigners Office of an uninterrupted legally permitted or temporarily permitted stay of at least 15 months.
- Section 5, paragraph 1, clause 6 LHGebG: **Spouse/partner/child of a foreigner with a residence permit** according to sections 30 or 32 to 34 AufenthG AND a confirmation by the Foreigners Office of an uninterrupted legally permitted or temporarily permitted stay of at least 15 months.
- Section 5, paragraph 1, clause 7 LHGebG: **Passport entry or certificate confirming temporary suspension of deportation** AND a confirmation by the Foreigners Office of an uninterrupted legally permitted or temporarily permitted stay of 15 months.
- Section 5, paragraph 1, clause 8 LHGebG: **I have been in Germany for at least five years in total and I have been legally employed** (regular income of 780 Euro/month).

Proof:

- ✓ Employment confirmation form¹ AND
- ✓ tax assessment notices.

¹ See Appendix 1

- ✓ Confirmation by the employer (if current tax assessment notices are not yet available).

- Section 5, paragraph 1, clause 9 LHGebG: **One of my parents has stayed in Germany for six years and pursued legal employment in Germany for three of the six years before my program of study started.**

Proof:

 - ✓ Copy of the birth certificate, certified by a notary public, and official translation.
 - ✓ Employment confirmation form for the parent² AND
 - ✓ tax assessment notices.
 - ✓ Confirmation by the employer (if current tax assessment notices are not yet available).

- Section 5, paragraph 1, clause 10 LHGebG: **I have already been conferred a bachelor's AND a master's degree in Germany.**

Proof:

 - ✓ Copies of **BOTH** German degree certificates certified by a notary public.

- Section 5, paragraph 1, clause 10 LHGebG: **I have already acquired a state examination degree or a diploma degree or a Magister degree in Germany.**

Proof:

 - ✓ Copy of the German degree certificate certified by a notary public.

- **I am a Swiss citizen and I am an employee working in Germany or family member of an employee of Swiss nationality working in Germany.** Exception according to the Agreement between the European Community and its member states, of the first part, and the Swiss Confederation, of the second part, on the Freedom of Movement dated September 02, 2001.

Proof:

 - ✓ Residence permit.
 - ✓ Employment confirmation³ of the parents, if applicable, and tax assessment notices for the complete period.
 - ✓ Confirmation by the employer (if current tax assessment notices are not yet available).
 - ✓ Certificate of birth, if applicable.

- **I am a Turkish citizen and live with my parents in Germany, who are or were legally employed in Germany (and I do not fulfill one of the above exception criteria) – exception according to decision No. 1/80 of the Association Council of September 19, 1980 on the Development of the Association (EEC/Turkey).**

² See Appendix 1

³ See Appendix 1

**Proof:**

- ✓ Registration card.
- ✓ Certified copy of the certificate of birth and official translation of the certificate of birth.
- ✓ Form on employment of one parent and tax assessment notices of the working parent for the complete period.
- ✓ Confirmation by employer (if current tax assessment notices are not yet available).

Please note: Send the signed form and the necessary documents by *regular mail* to

KIT, International Students Office - Zulassung,
Adenauerring 2, 76131 Karlsruhe

by **March 15** (summer semester) or **September 15** (winter semester).

Your application can only be taken into account, if the forms and documents are submitted as required. If you do not submit the necessary forms and documents which prove that the criteria for an exception are fulfilled according to section 5 LHGebG, we will assume that you are obliged to pay the tuition fees for international students.

Obligation to Cooperate

You are obliged to immediately disclose any changes of conditions relevant to the fulfillment of the exception criteria, the exemption from, or the reduction of tuition fees, or any changes of conditions that have been subject of declarations made in connection with the fulfillment of the exception criteria, the exemption from, or reduction of tuition fees.

I declare that the information provided in this form is correct and that I have not altered the form in any way.

Place, date

Signature

Update July 2017

Information

Electronic Procedure

At KIT, the process of collecting fees is carried out electronically. In particular, information given and decisions made in connection with the fees as well as official notifications are issued electronically and sent to the email address you indicated on the application portal. For this purpose, create a user account on the application portal. Please check your university messages and emails regularly.

According to Section 41, paragraph 2 LVwVfG, the electronically sent notification shall be deemed to have been announced on the third day upon dispatch.

Duration of the Exemption from the Obligation to Pay Tuition Fees

If you are not obliged to pay tuition fees thanks to your residence permit, this exception shall be valid for the duration of your residence permit. Please submit a new form, along with a copy of the new residence permit certified by a notary public, as soon as your current residence permit expires. Please also observe the re-registration deadlines. You may only re-register without having to pay tuition fees, if your new form and the documents certified by a notary public have been submitted and processed. We therefore ask you to submit the form and the documents before February 15 for the spring semester/summer semester and before August 15 for the fall semester/winter semester.

Payment of Other Fees for Enrollment and Re-registration

Please note that even if you are not obliged to pay tuition fees for international students, you still have to pay the following enrollment or re-registration fees: Studierendenwerk fee, administration fee, fee for the student government (Verfasste Studierendenschaft). Please see:

<http://www.intl.kit.edu/istudies/3363.php>

Reimbursement

Tuition fees which have already been paid may be reimbursed,

- if you fulfilled the exception criteria before enrollment or re-registration, but were not able to provide the necessary documents of proof through no fault of your own,
- if you qualify for an exception according to the relevant legal regulations within one month upon the start of the lecture period.

Certified Copies

Copies have to be certified by municipal authorities (e. g. city hall, citizens service office) or a notary public. Documents certified by other entities (e. g. AStA, health insurance provider) will not be accepted.

Translations

Translations have to be produced by a sworn or authorized or publicly appointed translator. The translation has to be submitted to the higher education institution with the original stamp and signature of the translator.

Further Details

Further information on tuition fees can be found at <http://www.intl.kit.edu/istudies/9638.php> In case of further questions, please do not hesitate to contact the International Students Office (Building 50.20, Monday, Wednesday, Friday 9.30 – 11:30 am) or by email studiengebuehren@intl.kit.edu.

