Karlsruhe Institute of Technology

International Affairs

International Students Office - Admission

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Adenauerring 2
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International Students Information Request Form

to assess whether the obligation to pay tuition fees according to article 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 article 3 LHGebG, international students who are no citizens of an EU or EEA member state will and do not have a German university entrance qualification have to pay tuition fees.

As an international student, you are generally obliged to pay tuition fees. However, the above act stipulates certain exceptions according to which international students are not 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.

Please only fill in this form, **if one of the following exceptions applies to you**. Please upload the the required documents of proof in the KIT Campus Management https://campus.studium.kit.edu/english/requests/index.php by **September 15** (winter semester) or **March 15** (summer semester).

After your admission you have to **accept your study place** in order for us to be able to process the exemption and your application has to be in the status "Application for enrollment started" or one of the other statuses further along in your enrollment process.

Please be aware, that some documents have to be **certified copies** (see notes article further below). Those you have to send us by **post** to:

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

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Exceptions:

☐ **I have a family member who has the citizenship of a EU member state or EEA member state** (Iceland, Liechtenstein, Norway), **lives (and as a rule works) in Germany, and is entitled to freedom of movement pursuant to the EU Freedom of Movement Law.** Having said this, and pursuant to the exception provided for in article 5, paragraph 1, clause 1 LHGebG, "family members" are:

a) spouses
b) non-marital permanent partners in civil union in one of the EU-EEA countries, provided that in the respective country, the partnership is equivalent to marriage.
c) parents

Proof for spouses, partners, and dependent children under the age of 21 or children with financial support

- ✓ Residence card according to according to article 5, paragraph 1 of the Freedom of Movement Act/EU or a permanent European Community residence permit (article 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.

Proof for non-dependent children of EU citizens over the age of 21 that receive no financial support

- ✓ Identity card or passport of the parent living in the EU (copy)
- ✓ Registration card
- ✓ Registration card proving co-residence with parents until the age of 21
- ✓ Certified birth certificate or extract of family register with official translation (you have to send us this document by **post**, see above).
- ✓ *Residence card, if applicable*

☐ **I already live in Germany and have the residence status indicated below:**

Please indicate which type of residence permit you have been issued:
[The type and legal basis of the residence permit are noted on your residence title.]

☐ **Settlement permit ("Niederlassungserlaubnis") or permanent right to reside in the EU ("Daueraufenthalt-EU")** – Exception provided for in article 5, paragraph 1, clause 2 LHGebG.

Proof:

- ✓ Settlement permit, or permanent right to reside in the EU

☐ **Recognition abroad as a refugee** according to the Convention of July 28, 1951 (Geneva Refugee Convention), and residence permit of at least one year in Germany or residence permit for at least 18 months in Germany - Exception provided for in article 5, paragraph 1, clause 3

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Proof:

- ✓ Foreign travel document issued on the basis of the agreement of July 28, 1951, or a corresponding entry of the Foreigners Office in the passport or passport substitute and
- ✓ Residence permit that entitles the holder to stay in Germany on a more than temporary basis and has a duration of at least one year, or residence permit for at least 18 months, e.g. in accordance with article 25, paragraph 2 AufenthG (Residence Act) or settlement permit in accordance with AufenthG.

☐ **Status as a displaced person** according to the Law on the Legal Status of Displaced Persons in The Federal Territory (HAusIG) - exception provided for in article 5, paragraph 1, clause 4 LHGebG.

- ✓ Certificate or entry in the passport about the status as a displaced person.

☐ **Residence permit** according to articles 22, 23, paragraph 1, 2, or 4, articles 23a, 24, 25, paragraph 1 or 2, or articles 25a, 28, 37, 38, paragraph 1, clause 2, or article 104a or 104c AufenthG – Exception provided for in article 5, paragraph 1, clause 5 1. Alt. LHGebG.

Proof:

- ✓ Corresponding residence permit (electronic residence title) or adhesive label in passport substitute or passport

☐ **Residence permit** according to article 24 AufenthG in the period from 24 February 2022 to March 04 2026 – Exception provided for in article 5, paragraph 1, clause 5 1 a LHGebG.

Proof:

- ✓ Corresponding residence permit (electronic residence title)

☐ **Residence permit** according to article 30 or 32 to 34 AufenthG as **spouse/partner/child of a foreigner with settlement permit** – Exception provided for in article 5, paragraph 1, clause 5 2. Alt. LHGebG.

Proof:

- ✓ Corresponding residence permit (electronic residence card) and
- ✓ Settlement permit of spouse/partner/parents and
- ✓ Birth certificate or marriage certificate of the original and and official certified translation (you have to send us this document by **post**, see above).

☐ **Residence permit** according to article 25, paragraph 3 or 4, clause 2 or paragraph 5 or article 31 AufenthG and residence legally, permitted, or tolerated for at least 15 months without interruption – Exception provided for in article 5, paragraph 1, clause 6 1. Alt. LHGebG

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Proof:
- ✓ Corresponding residence permit (electronic residence card) and
- ✓ Certificate from the responsible Foreigners Office confirming at least 15 months of uninterrupted legal, permitted, or tolerated residence in Germany.

☐ **Residence permit** according to article 30 or 32 to 34 or 36a AufenthG as **spouse/partner/child of a foreigner with settlement permit** and residence legally, permitted, or tolerated for at least 15 months without interruption - Exception provided for in article 5, paragraph 1, clause 6 2. Alt. LHGebG

Proof:
- ✓ Corresponding residence permit (electronic residence card) and
- ✓ Certificate from the responsible Foreigners Office confirming at least 15 months of uninterrupted legal, permitted, or tolerated residence in Germany
- ✓ Certified copy of birth certificate or marriage certificate, each with complete and certified German translation (you have to send us this document by **post**, see above).

☐ **A temporary suspension of deportation** (Duldung) and residence in Germany legally, permitted, or tolerated for at least 15 months without interruption – Exception provided for in article 5, paragraph 1, clause 7 LHGebG

Proof:
- ✓ Passport with **note of temporary suspension of deportation** or **certificate of temporary suspension of deportation** according to article 60a AufenthG and
- ✓ Certificate from the responsible Foreigners Office confirming at least 15 months of uninterrupted legal, permitted, or tolerated residence in Germany

☐ **I have resided in Germany for a total of five years and have worked legally with an obligation to contribute to social insurance for five years** (income of at least 780 euros/month for the period up to and including 2018, 892.80 euros/month in 2019, 902,40 euros/month for the years 2020 to 2022, 974,40 2023 until September 2024 and 992,00 euros/month since October 2024) - Exception provided for in article 5, paragraph 1, clause 8 LHGebG

Proof:
- ✓ Form about employment[1] and tax assessment for the whole period
- ✓ Proof as provided by employer (if current tax assessment not yet available)
- ✓ Residence title during the period of employment in Germany

☐ **One of my parents has resided in Germany for a total of three years during the last six years prior to the start of my studies and has worked legally with an obligation to contribute to social insurance for three years** (income of at least 780 euros/month for the period up to and including 2018, 892.80 euros/month in

[1] See Appendix 1

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2019, 902,40 euros/month for the years 2020 to 2022, 974,40 2023 until September 2024 and 992,00 euros/month since October 2024) – Exception provided for in article 5, paragraph 1, clause 9 LHGebG

Proof:
- ✓ Certified copy of birth certificate and official translation of birth certificate (you have to send us this document by **post**, see above).
- ✓ Form about the employment of one parent[2], and tax assessment of the working parent for the whole period
- ✓ Proof as provided by employer (if current tax assessment not yet available)
- ✓ Residence permit of the parent during the period of employment in Germany

☐ **I have already completed a bachelor's and a master's degree in Germany** - Exception provided for in article 5, paragraph 1, clause 10 LHGebG

Proof:
- ✓ Copies of **both** German university degrees

☐ **I have already obtained a state examination or a diploma ("Diplom") or a "Magister" degree in Germany** - Exception provided for in article 5, paragraph 1, clause 10 LHGebG

Proof:
- ✓ Copy of the German degree

I have Swiss nationality and am an employee in Germany or I am a family member of an employee with Swiss nationality working in Germany - Exception according to the Agreement between the European Community and its Member States, on the one hand, and the Swiss Confederation, on the other hand, on the Free Movement of Persons of 2 September 2002.

Proof:
- ✓ Residence permit
- ✓ Form about the employment[3], if applicable, of parents, and tax assessment for the whole period
- ✓ Proof as provided by employer (if current tax assessment not yet available)
- ✓ If applicable, certified birth certificate and official translation of birth certificate (you have to send us this document by **post**, see above).
- ✓ If applicable, certified marriage certificate and official translation of marriage certificate (you have to send us this document by **post**, see above).

[2] See Appendix 1
[3] See Appendix 2

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☐ **I have Turkish nationality and duly reside in Germany with my parents who are or were duly employed there (and do not already fall under one of the above exceptions)** - Exception under Decision No. 1/80 of the Association Council of September 19, 1980 on the Development of the Association (EEC/Turkey).

Proof:

- ✓ Registration certificates (own registration information and that of parents)
- ✓ Certified birth certificate and official translation of birth certificate
- ✓ Form about the employment of one parent and tax certificates of the working parent for the whole period of time
- ✓ Proof as provided by employer (if current tax assessment not yet available)

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Note:
Please upload the required documents of proof in the KIT Campus Management https://campus.studium.kit.edu/english/requests/index.php

Please be aware, that some documents have to be certified copies. Those you have to send us by post to:

KIT, International Students Office - Zulassung,
Tuition Fees
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 article 5 LHGebG, we will assume that you are obliged to pay the tuition fees for international students.

Obligation to Cooperate
Pursuant to article 10, paragraph 1, clause 3 LHGebG, 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 the 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

Updated: June 2026

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Notes

Electronic Procedure

At KIT, the fees are charged electronically. Messages and decisions associated with the collection of fees as well as information on administrative acts (notifications) are sent electronically to the email of your KIT-account. For this purpose, you were given access to your KIT-account as part of the application procedure. It is your responsibility to regularly check the emails and notifications from the university.

According to article 41, paragraph 2 LVwVfG, the electronically sent notification shall be deemed to have been announced on the fourth 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 copy of the new residence permit, 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 documents have been submitted and processed. We therefore ask you to submit the documents before February 15 for the summer semester and before August 15 for the 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 https://www.intl.kit.edu/istudies/12606.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.

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Appendix 1:

Employment Confirmation Form
Article 5, paragraph 1, clauses 8 and 9 LHGebG

_____ _____
Surname, Name Birthday

Legal employment in Germany:

No.	FROM (month/year)	TO (month/year)	Employer	Income (amount/brutto)	Proof

I declare that the information provided in this form is correct.

_____ _____
Place, Date Signature