

## International Students Information Request Form

to assess whether the obligation to pay tuition fees according to sections 5 and 6 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 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 submit the form and the required documents of proof to [studiengebuehren@intl.kit.edu](mailto:studiengebuehren@intl.kit.edu)

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,  
Jochen Mohrhardt  
Adenauerring 2, 76131 Karlsruhe

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

### 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 en-**

**titled to freedom of movement pursuant to the EU Freedom of Movement Law.** Having said this, and pursuant to the exception provided for in section 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**

- ✓ 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.

**Proof for non-dependent children of EU citizens over the age of 21**

- ✓ 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.]

- ☐ **Residence permit or permanent right to reside in the EU (“Daueraufenthalt-EU”)**  
– Exception provided for in section 5, paragraph 1, clause 2 LHGebG.

**Proof:**

- ✓ Residence title, residence 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 section 5, paragraph 1, clause 3

**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 section 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 section 5, paragraph 1, clause 4 LHGebG.

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

- **Residence permit** according to sections 22, 23, paragraph 1, 2, or 4, sections 23a, 24, 25, paragraph 1 or 2, or sections 25a, 28, 37, 38, paragraph 1, clause 2, or section 104a AufenthG – Exception provided for in section 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 section 24 AufenthG in the period from 24 February 2022 to 25 February 2025 – Exception provided for in section 5, paragraph 1, clause 5 1 a LHGebG.

**Proof:**

- ✓ Corresponding residence permit (electronic residence title)

- **Residence permit** according to section 30 or 32 to 34 AufenthG as **spouse/partner/child of a foreigner with settlement permit** – Exception provided for in section 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 section 25, paragraph 3 or 4, clause 2 or paragraph 5 or section 31 AufenthG and residence legally, permitted, or tolerated for at least 15 months without interruption – Exception provided for in section 5, paragraph 1, clause 6 1. 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.

- **Residence permit** according to section 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 section 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 section 5, paragraph 1, clause 7 LHGebG**

**Proof:**

- ✓ Passport with **note of temporary suspension of deportation** or **certificate of temporary suspension of deportation** according to section 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 and 974,40 euros/month as of and including 2023) - Exception provided for in section 5, paragraph 1, clause 8 LHGebG

**Proof:**

- ✓ Form about employment<sup>1</sup> 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 2019 , 902,40 euros/month for the years 2020 to 2022 and 974,40 euros/month as of and including 2023) – Exception provided for in section 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).

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<sup>1</sup> See Appendix 1

- ✓ Form about the employment of one parent<sup>2</sup>, 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 section 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 section 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<sup>3</sup>, 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).
- ☐ **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

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<sup>2</sup> See Appendix 1

<sup>3</sup> See Appendix 2

- ✓ 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)

- ☐ **I am a foreigner with refugee background and residence title and citizenship of Eritrea, Syria, Somalia or Afghanistan.** Exemption according to section 6, paragraph 6 LHGebG

**Proof:**

- ✓ Proof of arrival or
- ✓ Residence title

- ☐ **I have a chronic illness/disability that has a significant impact on my studies -** Exception provided for in section 6, paragraph 7 LHGebG

**Proof:**

- ✓ Severely handicapped pass or proof provided by the representative for students with disabilities and chronic illnesses.

**Note:**

Please submit the form and the required documents of proof to [studiengebuehren@intl.kit.edu](mailto:studiengebuehren@intl.kit.edu)

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

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Jochen Mohrhardt  
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**

Pursuant to section 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: April 2023

## 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, please 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 <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](mailto:studiengebuehren@intl.kit.edu).

Appendix 1:

**Employment Confirmation Form**  
Section 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