

The Enrollment Process

**How – When – What
has to be considered?**



Name (en)	State	Number	Slotname	Degree course
Maschinenbau BSc (1. FS)	Application for enrollment started	7,430,399	Subject	Mechanical engineering, First semester
Mathematik BSc (1. FS)	Admission granted	7,430,430	Subject	Mathematics, First semester

7430430 Iris Kihl — Mathematik BSc (1. FS) — Admission granted

[Open application](#)
[Request enrollment](#)
[Reject place](#)
[Control view](#)

Application state

Admission granted

A Letter of Admission has been deposited for you in the "Documents" section. Please note the deadlines mentioned therein and apply for enrollment by clicking on "Request enrollment" at the top of this site. In addition, the semester fee must be paid in due time according to the regulations with a status ≠ OK listed in the box "Mandatory documents" by the end of the enrollment deadline.

Application state detail

Mandatory for admission

Details of studyin

Start of application period 05/15/
 End of application period 07/15/

Information for th

[Applicant detail](#)
[HZZ](#)
[Occupations](#)
 • [Language skills](#)

Request enrollment

I herewith request enrollment

Accept

Status changes to „Application for enrollment started“

7430430 Iris Kihl — Mathematik BSc (1. FS) — Application for enrollment started

Health insurance information

Documents for enrollment >

Complete application for enrollment >

< Previous

> Next

✓ Save

⛔ End

Health insurance

Mandatory fields *

Insurance status *

exempt

Health insurance

-

Health insurance number

Please choose **always „exempt“**, no matter if

- you can indeed apply for an exemption due to EHIC, AT11 or a contract with German private health insurance company
- just have signed a contract with a public insurance company
- or already have had a public insurance for a longer period.

The status will be updated anyway once your enrollment is finalized in another system.

Health insurance information

Documents for enrollment

Complete application for enrollment

Previous

Next

Save

End

Electronic submission of documents for enrollment

You can submit your documents electronically here. Please note that you can submit your enrollment application only after you have uploaded all required documents for admission. Please refer to the adjacent list for further details:

Enrollment documents

De-registration Certificate (pdf)

Required attachment for enrollment

+ New document

The de-registration certificate is only needed, if you have been registered at any German university for studies prior to your application at KIT.

If you applied for Master studies and finished your Bachelor studies in another country, you can upload your Bachelor degree instead of the de-registration certificate.

If you applied for Bachelor studies and are asked for such de-registration, you can just upload your transcript of records or upload a statement that you have not yet studied in Germany

Health insurance information

Documents for enrollment

Complete application for enrollment

< Previous > Next ✓ Save ✗ End

+ New document

Proof of German language skills (pdf)

Required attachment for enrollment

You may be asked to upload proof of German or English proficiency, if the finally required language certificate was not already been up-loaded with the other application documents.

This can also be the case, if you passed the required language test but not with the required result (IELTS with 6.0 instead of 6.5)

If the required language certificate was submitted with your application, this section should not be part of the listed documents needed for your enrollment.

Document deleted

Remark

+ New document

Proof of Study Orientation (pdf)

Required attachment for enrollment

Mandatory fields *

File 7430399_Studyorientation_2024-08-07-18-48-41.pdf

Download

Delete

Remark

+ New document

M10 Exemption from compulsory health insurance (pdf)

Required attachment for enrollment

ISTO: Filled form for the enrollment and payment proof (pdf)

Required attachment for enrollment

+ New document

For enrollment, you must submit proof of participation in a study on www.borakel.de, www.explorix.de).

Please also immediately request "Meldegrund 10" for enrollment to your health insurance company. Thus we will receive an electronic proof of health insurance company. In case of a private health insurance please contact your compulsory insurance. The notification will be transmitted directly to the portal. If not required. Any statutory health insurance company can

International applicants enroll with the International Students Office before lectures start.

A personal appointment is not necessary. Enrollment can only be completed

Please upload here the "Antrag auf Einschreibung" and a proof of

Further information here: <https://www.intl.kit.edu/istudies/12708.php>

← This is just a reminder.
Nothing has to be
uploaded here



IStO: Filled form for the enrollment and payment proof (pdf)

Required attachment for enrollment



**Payment receipt (reference number is crucial → without any additional remarks such as your name!)
→ make sure that no bank fees are deducted from the amount that has to be paid**

Mandatory fields *

File	7430399_Appointment_2024-08-08-11-00-03.pdf	Download	Delete
Remark			

 New document



Additional document:

For Bachelor enrollments for winter terms:

YKS placement, if you finished school this year and applied directly for Bachelor studies with a provisional certificate

My Enrollment

Information to admission relevant next steps

On this page you will find a list of the tasks that you have to perform during your enrollment. Please note the end of the matriculation deadline.

Enrollment deadline 10/11/2024



SEPA only within EU !!

Fees

Amount payable (€)

Payment (€)

 A valid SEPA Direct Debit Mandate has not yet been deposited.

For your successful matriculation it is necessary that the fees are paid on time. You have two options for this:

- You transfer the fees listed above to the account listed in the fee notice, including the intended use, or
- You fill out a SEPA Direct Debit Mandate, which enables us to debit the required amount from your account.

Please note that SEPA mandates only work with bank accounts within the EU, EEA, Switzerland and Monaco. If you have your bank account in another country, please transfer the amount without creating a SEPA mandate.

Health insurance
information >

Documents for
enrollment >

Complete application for
enrollment

> Submit application End



Your enrollment application is now complete. Please submit it via the "Submit application" button at the top of this page. We will take care of the enrollment as soon as possible.

Overview of documents relevant for admission

The following documents must be submitted with your enrollment application.

Mandatory for enrollment

- Documents for enrollment - Proof of German language skills (pdf)
- Documents for enrollment - Proof of Study Orientation (pdf)
- Documents for enrollment - M10 Exemption from compulsory health insurance (pdf)
- Documents for enrollment - IstO: Filled form for the enrollment and payment proof (pdf)

If the key „submit application“ is not available in the headline, some document is still missing

KIT SS 26 Application

AM Applications Applications Application overview

Computer Science MSc (1.FS) — Enrollment application submitted

Application overview » Applicant detail >

To applicant To application procedure Next To the previous application

Synchronize application Copy application Campus Reports Generate dig

Please note:

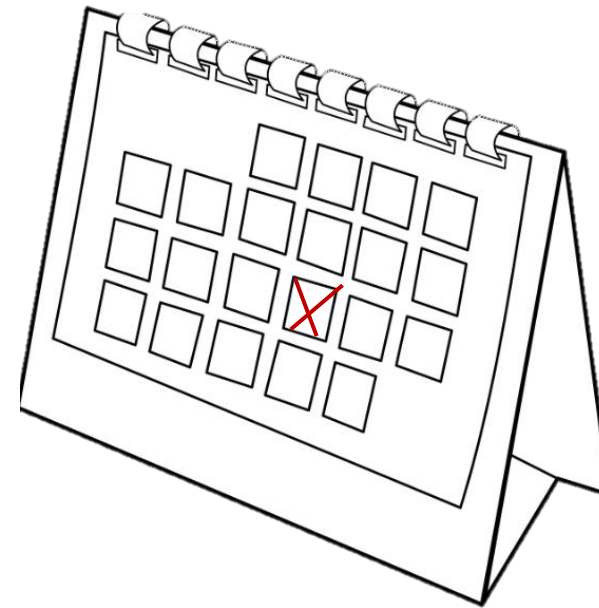
Only **after** you finished the process by **clicking on „submit application“** the status changes from „application for enrollment started“ to „enrollment application submitted“ → Only then, **we can finalize your enrollment.**

This last step of your application for enrollment can be completed only, if all required documents have been uploaded.

As long as your application status remains „application for enrollment started“, your file will not be checked by us because we require the status „enrollment application submitted“ in order to finalize your enrollment.

Video-Tutorial „ Enrollment at KIT for internat. students“ (English): <https://www.intl.kit.edu/istudies/12708.php>

Deadlines : When should I do my enrollment?



By when should I be registered the latest?

You can start your enrollment straight after you have received your admission
In general, your application for enrollment should be submitted by end of September.
Officially, we start our enrollment process only in October.

Enrolment Deadlines:

- October 25 (Bachelor studies)
- October 30 (Master studies) → In well-founded cases, late registrations may be possible



It is generally not possible to enroll late, because the required language certificate is still missing when lectures start. Language certificates have to be available latest by October 25.



It is recommended to pay the fees one or two weeks prior to your enrollment. Do not pay when it is not at all sure that you can start your studies this semester. Please pay for one semester only - payments for one year cannot be accepted!

Please only enroll if it is expectable that your visa will be available in time and you will indeed be able to start your studies. As long as you do not have an appointment at the embassy for your visa, enrollment makes no sense.



The enrollment involves costs that can be refunded only within a limited period, or may not be refundable at all if you do not begin the program. The refund process is a bit complex and unfortunately, also time-consuming.



Be aware of expenses! If you enrol although it is expectable that you will arrive in Germany only at the end of the semester or even only for the following semester, expenses for this semester have nevertheless be paid (even if you have not been here):

- Tuition fees won't be refunded if you declare half a year later that you have not been in Germany. (You can only apply for refund within one month after the start of lectures).
- Health insurance contributions may not be deducted from your account as long as you are not in Germany, but once you arrive such fees have to be paid retroactively starting from the date of enrollment.

Darum :



A leave of absence for a semester at the very beginning of studies is granted only in very rare exceptional cases. One must first enroll in order to submit such an application, and the decision on it is made by the Legal Department.

Do You Have Questions?

