



Information Form for International Students

to establish whether the obligation to pay tuition fees according to section 5 of the act on higher education fees of the Land of Baden-Württemberg (*Landeshochschulgebührengesetz, LHGebG*) applies

If you wish to claim an exception from the obligation to pay tuition fees, please submit the completed information form and the necessary documents. In case of enrolment, all proofs must be submitted in officially certified form.

A residence permit according to section 16 AufenthG does not entitle an individual to be exempt from the obligation to pay tuition fees.

Application ID/Student ID number: _____

Last name: _____ First name: _____

Date of birth: _____ Email: _____

Degree programme: _____ Nationality: _____

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

I apply for an exception from the obligation to pay tuition fees for the following reason:

- Residence permit **as a spouse, registered partner or child of a EU/EEA citizen** who has the right of freedom of movement according to section 3 of the Freedom of Movement Act/EU (section 5 subsection 1 number 1 LHGebG)
Proof: - (Long-term) residence card according to section 5 subsection 1 of the Freedom of Movement Act/EU
or permanent European Community residence permit (according to section 7a of the Residence Act (AufenthG)/EEC)

Settlement permit or EU long-term residence permit (section 5 subsection 1 number 2 LHGebG)

Proof: - Residence permit (settlement permit or EU long-term residence permit)

Residence permit as a **refugee according to the Convention relating to the Status of Refugees** who is recognised abroad and lives in Germany (section 5 subsection 1 number 3 LHGebG).

Proof: - Foreign passport for refugees in accordance with Article 28 of the Convention relating to the Status of Refugees or a respective entry by the foreigners authority in the passport or passport substitute **and** a residence permit that grants the right to permanently reside in Germany

Residence permit as a **stateless foreigner** (section 5 subsection 1 number 4 LHGebG)

Proof: - Certificate **or** passport entry confirming the status as a stateless foreigner

Residence permit under **international law or on humanitarian, political, family or other grounds** (section 5 subsection 1 number 5 LHGebG)

Proof: - Residence permit (or a provisional residence document with notice of recognition/acceptance by the Federal Office for Migration and Refugees (BAMF)) in accordance with section 22 or section 23 subsection 1, 2 or 4 or section 23a or section 24 or section 25 subsection 1 or 2 or section 25a or b or section 28 or section 37 or section 38 subsection 1 sentence 1 number 2 or section 104a AufenthG
- in addition, for refugees: German passport

Residence permit as a **spouse, registered partner or child of a foreigner with a settlement permit** (section 5 subsection 1 number 5 LHGebG)

- Proof:**
- Residence permit according to section 30 or section 32 or section 33 or section 34 AufenthG **and**
 - Settlement permit of the partner or parent **and**
 - Marriage certificate, registered partnership certificate or birth certificate including a translation thereof

Residence permit **with previous periods of residence** in Germany of at least 15 months (section 5 subsection 1 number 6 LHGebG)

- Proof:**
- Residence permit according to section 25 subsection 3 or section 25 subsection 4 sentence 2 or section 25 subsection 5 or section 31 AufenthG **and**
 - Confirmation by the foreigners authority indicating that the foreigner has resided in the federal territory for at least 15 months without interruption either with a temporary residence permit or permanent settlement permit, with permission to remain pending the asylum decision or with a temporary suspension of deportation

Residence permit **as a spouse, registered partner or child of a foreigner with a residence permit** (section 5 subsection 1 number 6 LHGebG)

- Proof:**
- Residence permit according to section 30 or section 32 or section 33 or section 34 AufenthG **and**
 - Confirmation by the foreigners authority indicating that the foreigner has resided in the federal territory for at least 15 months without interruption either with a temporary residence permit or permanent settlement permit, with permission to remain pending the asylum decision or with a temporary suspension of deportation **and**
 - Marriage certificate, registered partnership certificate or birth certificate including a translation thereof

Residence permit **due to a temporary suspension of deportation (*Duldung*)** (section 5 subsection 1 number 7 LHGebG)

- Proof:**
- Confirmation or passport entry concerning a temporary suspension of deportation **and**
 - Confirmation by the foreigners authority indicating that the foreigner has resided in the federal territory for at least 15 months without interruption either with a temporary residence permit or permanent settlement permit, with permission to remain pending the asylum decision or with a temporary suspension of deportation

I have resided in Germany for five years in total and have been legally and gainfully employed.

An individual is considered gainfully employed if they are able to secure their livelihood with the income from their job. The current BAföG rates (federal student aid) plus 20% (\cong EUR 902.40 as at 2022) apply accordingly (section 5 subsection 1 number 8 LHGebG).

- Proof:**
- Residence permits for five years in total during which you were gainfully employed **and**
 - Job(s) with information about the employment (from month/year to month/year)
 - Tax assessment notices for five years **and**
 - Confirmation by your employer(s) of your legal employment

One of my parents has resided and was legally employed in Germany for three of the six years before my degree programme started (section 5 subsection 1 number 9 LHGebG)

- Proof:**
- Birth certificate and official translation thereof **and**
 - Residence permits of the parent for a total of three years during which they were employed within the six years before the degree programme started **and**
 - Overview on the professional career of the parents with information about the employment (from month/year to month/year)
 - Tax assessment notices of the parent for three years **and**
 - Confirmation by the employer of the legal employment of the parent

I have already obtained a bachelor's and a master's degree in Germany (section 5 subsection 1 number 10 LHGebG)

- Proof:**
- Degree certificates of the German academic degrees

I have already obtained a state examination degree or a Diplom degree in Germany
(section 5 subsection 1 number 10 LHGebG)

Proof: - Degree certificate of the German academic degree

An exception from the obligation to pay tuition fees can only be granted if the necessary documents were submitted in the required form. If you do not submit the documents which prove that the criteria for an exception are fulfilled in accordance with sections 3 et seq. LHGebG in due time, we will assume that you are obliged to pay the tuition fees for international students.

Obligation to cooperate:

You are obliged to immediately inform us of any changes relevant for the fulfilment of the exception criteria or which have been object of declarations relevant for the fulfilment of the exception criteria.

City, Date

Signature

Explanatory Notes on the Information Form for International Students

to establish whether the obligation to pay tuition fees according to section 5 of the act on higher education fees of the Land of Baden-Württemberg (*Landeshochschulgebührengesetz, LHGebG*) applies

International students who are not citizens of a member state of the European Union (EU) or of a state party to the Agreement on the European Economic Area (EEA) are generally obliged to pay tuition fees of EUR 1,500 per semester for degree programmes in Baden-Württemberg.

Enrolment/Re-registration

If one of the exceptions above applies to you and you wish to enrol or re-register for the next semester, please submit the information form and the required documents to the StudentServiceCentre (building 3, room 004) once you have been admitted or, at the latest, once you have enrolled/before the re-registration period. Please note that you can only enrol or re-register if you have paid the tuition fees or if you have been granted an exception.

Payment of separate fees for enrolment or re-registration

Please note that even if you are not obliged to pay the tuition fees for international students, you still have to pay enrolment or re-registration fees, which include the *Studierendenwerk* fee, the administration fee and the fee for the constituted student body (*Verfasste Studierendenschaft*).

Notarised copies

Please bring the original documents or notarised copies of the documents with you when you enrol. Notarised copies have to be notarised by municipal authorities (e.g., town hall, citizen services office) or a notary. Documents notarised by other entities (e.g., AStA, health insurance provider) will not be accepted.

Electronic procedure

The university will carry out the fee collection process electronically in accordance with section 10 subsection 5 LHGebG. In particular, information on hearings, notifications and decisions issued in regard to the collection of fees as well as official notifications (*Bescheide*) may be issued electronically. The university will hence send information on hearings, notifications and decisions to your e-mail address.

Duration of the exception

If you are not obliged to pay tuition fees on grounds of your residence permit, this exception applies only for as long as your residence permit is valid. Please submit this form again, along with a notarised copy of the new residence permit, as soon as your current residence permit expires. Please observe the re-registration deadlines. You may only re-register without having to pay tuition fees if your updated form and the notarised documents have been submitted and processed. We therefore advise you to submit the form in due time before the enrolment or re-registration.

Reimbursement and subsequent collection of fees

Tuition fees which have already been paid may be reimbursed, in particular,

- if you fulfilled the exception criteria (section 5 LHGebG) before enrolment or re-registration,
- if you qualify for an exception within one month of the beginning of the lecture period,
- if you disenrol within one month after the lecture period has started.

If a fee has not been imposed despite the obligation to pay the fee, it may be collected subsequently.

Translations

Relevant documents must be translated by a sworn translator. The translation bearing the original stamp and signature of the translator must be submitted to the university for enrolment.

Further information on tuition fees for international students are provided on our website at <https://www.reutlingen-university.de/en/studies/student-finances>.