

Enrolment and registration checklist for international students

This list applies to the Master's Programme

- **Information Engineering**

The following documents are required for enrolment / registration:

1. Letter of Admission (Placement)
2. Completely filled out and signed application form "*Einschreibbogen*"
3. Completely filled out and signed declaration of commitment form "*Datenschutzerklärung*"
4. Completely filled out and signed privacy policy consent form "*Verpflichtungserklärung*"
5. Proof of payment of the enrolment fee of € 115.00 (bank statement, transfer voucher)
Important:
We do not accept any advance payments or payments in cash.
Once you are in Kiel you can pay these fees at a local bank (e.g. using cash) before you enroll. Our admissions office will provide all the details to you.
6. Proof of payment of the registration fee of € 100.00 (bank statement, transfer voucher)
7. Health insurance certificate issued by a statutory health insurance company in Germany (e.g. AOK, Barmer, TKK etc)
8. Original university entrance certificate (e.g. a High School Diploma)
9. Original document of the first university degree / transcripts etc
10. Passport photo,
including: your degree programme (e.g. Master Information Technology) and application number on the reverse side)
11. Passport

Please observe:

- Your original documents have to be presented for verification only.
- The entire enrolment procedure will take place after your arrival.