


## Admission Letter Winter Semester 2024/25

Congratulations on your admission.


If you have any inquiries related to the admission letter or the information provided on the admission letter, kindly read this document carefully. If your inquiry is not answered, feel free to contact Ms. Afzal at [igs.advisor@nt.uni-siegen.de](mailto:igs.advisor@nt.uni-siegen.de)

1. Double check that that your name, date of birth and all other data including address is correct and up to date.



UNIVERSITÄT SIEGEN • STARTING • D-57068 Siegen

**STARTING**  
**Student Admission, Registration and  
Training in German Language**  
Information on Registration:  
Martina Büdenbender  
57068 Siegen  
Phone +49 271 740-3418  
Fax +49 271 740-13418  
[registration@zv.uni-siegen.de](mailto:registration@zv.uni-siegen.de)  
[www.zv.uni-siegen.de](http://www.zv.uni-siegen.de)  
Siegen, April 2024



2. 57068 is the P.O. box of the University. When filling your visa documents kindly use the zip code/area code 57076.

we hereby grant you **admission** to the above mentioned study program, provided that you submit all documents required. We request that you register by submitting all necessary documents for enrollment between **29 July 2024 - 30 August 2024**.

The following documents are to be uploaded for registration:

1. **Registration Form** (Please select „enrollment“ in your unisono account, fill in the online form, print it out and sign it by hand and upload it in your unisono account.) For information on online-enrollment please visit: [www.uni-siegen.de/incoming/degree/application/registration/index.html.en](http://www.uni-siegen.de/incoming/degree/application/registration/index.html.en)
2. **Upload all the required documents for the online-enrollment in your unisono account.** The University of Siegen reserves the right to request the original documents from your online application as well as from online enrollment in order to review them at a later date. Students from China, Vietnam and India must also upload the APS certificate.
3. Upload the **declaration of financial status** with your signature.  
You will find the form on [www3.uni-siegen.de/incoming/degree/application/registration/dokumente/finanzierungserklaerung.pdf](http://www3.uni-siegen.de/incoming/degree/application/registration/dokumente/finanzierungserklaerung.pdf)

3. You can neither do pre-enrollment before the date mentioned on the admission letter nor afterwards.
4. To print the registration form you need to login to UNISONO using same the data, you used during your application process.

5. The **declaration of financial status** is independent of your block account. We do not need additional documents for your finances at this point.

#### Health insurance

Prior to your arrival in Germany, you must take out a German statutory health insurance policy (**insurance start date: 01 October 2024 for the winter semester 2024/25**) or get exempted from the German statutory health insurance obligation. Please contact one of the German statutory health care providers immediately and notify them about your intention to study at University of Siegen. For more information as well as contact details for health insurance companies in Germany, please visit:

[www.uni-siegen.de/incoming/organization/insurance/index.html.en?lang=en](http://www.uni-siegen.de/incoming/organization/insurance/index.html.en?lang=en)

The statutory health insurance company will report your new health insurance contract or your exemption from statutory health insurance directly to University of Siegen.

6. There are two types of insurances.

#### a. . Travel insurance and b. Long-term health insurance

In Germany, there is a special mandatory long-term care insurance which cannot be covered by a Non-German Health Insurance. We, therefore, recommend signing a travel insurance in order to receive the student visa (if required for your visa, it is for limited time,) and also sign a public insurance in Germany.

For more information

<https://www.uni-siegen.de/incoming/organization/insurance/index.html.en?lang=en>

Please note, to extend your visa and remain a student you should have a valid health insurance during your whole study period.

#### Fees

After your online enrollment you will receive an email with information regarding the amount due for the winter semester 2024/25 as well as the necessary banking details.

7. The details regarding fee are available on the following link

<https://www.uni-siegen.de/start/studium/semesterbeitrag.html.en?lang=en#:~:text=The%20semester%20fee%20consists%20of,Social%20contribution%20Studierendenwerk%20%E2%82%AC%20120.00>

The fee mentioned as **German access course (DSH) € 500.00** in addition is not applicable to you. You can attend the language course offer by the language center (4 hours per week) for free.

Students, who at some point **in the past were registered at a university in Germany** are also required to provide the following additional documents:

- Certified documents related to previous studies and documents establishing proof of exams passed/degrees acquired previously,
- Proof of termination of enrollment (exmatriculation certificate) from the last university attended,
- Clearance Certificate issued by previous university(-ies) attended in Germany

**Cross-registered students:** Current certificate of registration from the first university for winter semester 2024/25.

Educational foreigners who intend to change university inside Germany please contact the responsible Foreigner's Registration Office (Ausländerbehörde) at an early stage!

8. This part only caters to students who have already been enrolled to other institutes in German.

#### **Orientation Days**

In order to prepare for studying and living in Siegen, we invite you to join the Orientation Days offered by the Department of International Student Affairs. Please find further information here:

[www.uni-siegen.de/incoming/programs/orientation/index.html.en](http://www.uni-siegen.de/incoming/programs/orientation/index.html.en)

9. This event is to make you familiarize with the University and various other day to day activities. The information regarding your courses will be provided to you in a separate event. Time and place will be announced later.

#### **Learning, improving and testing German and other foreign languages Language Center at the University of Siegen**

German courses at A1-C1 level

Specialist German language courses for DSH/TestDaF graduates

Specialist and general courses in English, Spanish and 11 further languages

Language tandem, language café and many opportunities for autonomous learning

Registration: via unisono

Course start date: the second week of October (week beginning 07 October 2024)

Contact and information: [www.uni-siegen.de/sprachenzentrum/home/index.html.en?lang=en](http://www.uni-siegen.de/sprachenzentrum/home/index.html.en?lang=en)

10. There is a placement test and registration which you have to complete before the due date (for details check the link provided). After due date you cannot join the language course for winter semester.

Please note: the letter of admission is an automatically generated document and valid without a signature! Only in the case that you definitely need a signed copy for your visa application, the letter will be sent by regular mail UPON REQUEST ([admission@zv.uni-siegen.de](mailto:admission@zv.uni-siegen.de)).

In this case, this document will be signed and stamped by the university.

11. We recommend that you only ask for the admission letter if you need it and not because someone you know needed it.

**NOTE:** When you contact us via email, always mention your department in the subject line. It is easier for us to guide you.

For non-urgent issues please wait for the reply for 3 working days.