

Eingangsstempel

To  
Heinrich-Heine-Universität Düsseldorf  
Studierenden- und Prüfungsverwaltung  
40204 Düsseldorf

**Enrolment as Auditing Doctoral Student at Heinrich Heine  
University Düsseldorf, Starting Summer Semester 2024**

Day of enrolment:  
(to be completed by the Registrar's and Examinations Office)

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**1. Personal Information**

Family name (s)	
Birth name (only if different from family name)	
First name (s) (as it appears in passport)	
Gender (please check corresponding box)	<input type="checkbox"/> female <input type="checkbox"/> male <input type="checkbox"/> diverse <input type="checkbox"/> n/a
Date of birth	
Place of birth (city)	
Country of birth	
1 <sup>st</sup> nationality	
2 <sup>nd</sup> nationality (if applicable)	

**Address in Germany**

Street name and house number	
Additional information (e.g. room number, c/o, etc)	
Post code and city	
Telephone (with country code)	
Mobile number (optional)	
E-mail (optional)	

**2. University Entrance Qualification** (please check appropriate box)

<input type="checkbox"/>	03 Gymnasium
<input type="checkbox"/>	06 Gesamtschule
<input type="checkbox"/>	27 Abendgymnasium / Kolleg
<input type="checkbox"/>	18 Fachgymnasium
<input type="checkbox"/>	34 university entrance qualification obtained through professional experience in the respective field
<input type="checkbox"/>	37 other type of university entrance qualification obtained in Germany AU
<input type="checkbox"/>	59 university entrance qualification obtained outside of Germany
<input type="checkbox"/>	17 German university entrance qualification obtained outside of Germany
<input type="checkbox"/>	51 Studienkolleg
Year in which university entrance qualification was obtained (e. g. 2011)	
Place in which university entrance qualification was obtained (please check appropriate box)	
<input type="checkbox"/>	Germany      City / district code on license plate (e.g. D = Düsseldorf)
<input type="checkbox"/>	Other country      International license plate code of respective country (e.g. I = Italy)

**3. Study Programme at Heinrich Heine University**

<b>Auditor status</b> 5 auditing doctoral student	<b>Study mode</b> 5
<b>Doctorate</b>	
<b>Subject</b>	<b>Subject-related semester</b>

**4. Initial Enrolment at a University/College** (please check appropriate box)

Name of university/college I initially enrolled at			
Abroad	<input type="checkbox"/> Yes <input type="checkbox"/> No	Country (e.g. I = Italy)	
Germany	<input type="checkbox"/> Yes <input type="checkbox"/> No	German City/district code on licence plate (e.g. D = Düsseldorf)	

Type of university/college (please check appropriate box)

- U University
- FH University of applied sciences
- GH/UG Comprehensive / distance learning university
- TU Technical college
- HK Art college
- HM Academy of music
- KH Churchly university
- PH College of education
- VF University of administrative sciences

Year of initial enrolment (e.g. winter semester 2012/13)

winter

summer

Semesters spent at German university/college

Leave of absence (Please state the duration of leave of absence from a German university in number of semesters)

Clinical semesters

(Only for medical students! Please enter the total number of clinical semesters studied after the preliminary examination *Ärztliche Vorprüfung*.)

Studienkolleg (College)

(Foreign students: Please enter the total number of semesters spent at a *Studienkolleg*/college.)

## 5. Leave of Absence

Duration of leave of absence at a Germany university (total number of semesters)

Reason for taking a leave of absence: (please check corresponding box)

- 01 Maternity leave
- 02 Child care
- 03 Other domestic reasons
- 04 Internship
- 05 Stay abroad
- 06 Voluntary service
- 07 Employment
- 08 Illness

## 6. Last University/College Attended during the Winter Semester 2023/24

Abroad	<input type="checkbox"/> Yes <input type="checkbox"/> No	State in which you studied (e.g. I = Italy)	
Germany	<input type="checkbox"/> Yes <input type="checkbox"/> No	Licence plate code of place of study (e.g. D = Düsseldorf)	
Name of university/college			
Study mode (to be completed by the Registrar's and Examinations Office)			
Type of degree (e.g. Bachelor's, Master's, <i>Diplom</i> )			
Study programme (e.g. medicine, chemistry)			

## 7. Completed Study Programmes in Germany or abroad

(If you have completed several study programmes, please refer to the last one.)

Have you already graduated from a university/college?	Yes	No
Study mode (to be completed by the Registrar's and Examinations Office)		
Country in which you completed your study programme		
Name of university/college		
Type of degree (international degree, Master's in Germany)		
Study programme (e.g. chemistry, English, medicine)		
Date of final examination		
Final grade		

## 8. Doctoral Studies (please check corresponding box)

<b>Participation in a structured graduate programme:</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	DFG-Research Training Group		
<input type="checkbox"/>	Externally promoted graduate school/research school		
<input type="checkbox"/>	HHU structured graduate programme (member programme of Heine Research Academics)		
<b>Employment Relationship with the University:</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	in Science		
<input type="checkbox"/>	in Administration and Technology		
<b>Type of Doctoral Thesis</b>			
<input type="checkbox"/>	Monograph		
<input type="checkbox"/>	Cumulative doctoral thesis		

## 9. Auditing Doctoral Student in the Previous Semester

Were you enrolled as an auditing doctoral student at Heinrich Heine University last semester?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Note:

- Auditing doctoral students are not entitled to a student identification card and therefore do not receive a semester ticket.
- During their education and training students who are enrolled full-time are insured against accidents in accordance with *Landesunfallkasse* regulations. All other persons (extra mural/auditing doctoral students/students seeking a second degree) do not receive this accident insurance.

### Declaration:

I am aware of the students' guidelines regarding teaching contents (<https://www.hhu.de/online-bewerbung>).

I confirm that the information given is complete and truthful. I confirm that my information is complete and truthful. I know that false statements may lead to non-registration or de-registration.

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Place

Date

Signature

## Curriculum Vitae

School Career / Type of School	from	to

Social Service, Military Service	from	to

Vocational Training / Occupation / Other Activities before or after Obtaining University Entrance Qualification		
Activity	from	to

Study Programmes (please list every enrolment in detail)			
Type and place of university	Study Programme(s)	from	to

My university studies up to now:	
	I graduated with a degree
	I took leave of absence / dropped out without sitting a final examination
	I failed (including retakes)

Place

Date

Signature

## Enrolment Information Leaflet

Please fully complete and sign this enrolment application and include the following documents:

<p><b>Faculty of Law</b></p> <p>Point of contact: Ms Panzer building 24.91, level U1, room 67 tel. +49 211 81-11414</p>	<ul style="list-style-type: none"> <li>• confirmation of doctoral supervisor</li> <li>• proof of university degree</li> <li>• foreign certificates have to be recognized by the Faculty's <i>Promotionskommission</i> (doctoral committee) as equivalent to German certificates</li> </ul>
<p><b>Faculty of Business Administration &amp; Economics</b></p> <p>Point of contact: Mr Felix Wittkopf building 24.31, level 00, room 12 tel. +49 211 81-13620</p>	<ul style="list-style-type: none"> <li>• Dean's confirmation of successful registration of doctoral project</li> </ul>
<p><b>Faculty of Arts and Humanities</b></p> <p>Point of contact: Ms Dr Julia Siep building 24.51, level 01, room 21 tel. +49 211 81-12937</p>	<ul style="list-style-type: none"> <li>• Proof of provisional/definite admission as a doctoral candidate</li> </ul>
<p><b>Faculty of Mathematics and Natural Sciences</b></p> <p>Point of contact: Ms Simons building 25.32, level 00, room 36 tel. +49 211-81-15092</p>	<ul style="list-style-type: none"> <li>• Admission to doctoral studies (written confirmation of admission), issued by the Dean's Office</li> </ul>
<p><b>Faculty of Medicine</b></p> <p>Point of contact: medRSD Office, Ms Olympia Glomb Moorenstr. 5, 40225 Düsseldorf building 17.11 tel. +49 211 81-08283</p>	<ul style="list-style-type: none"> <li>• Medical Research School certificate</li> <li>• copy of state examination or university degree</li> </ul>

### Additional documents:

- The fee for auditing doctoral students of €50 payable to the following account: Heinrich-Heine-Universität Düsseldorf, HELABA (Bank), IBAN: DE55 3005 0000 0004 0011 11, BIC: WELADEDDE333. Please state your first and last name(s) and your date of birth under 'reason for transfer'. Please add the deposit slip/transfer voucher to your application documents.
- A copy of your marriage certificate or certificate of change of name in case your current last name and the last name on the certificates/diplomas you submitted are not the same.

Please send the fully completed enrolment application including all required documents to the following address by the end of the semester at the latest:

**Heinrich-Heine-Universität Düsseldorf**  
**Studierenden- und Prüfungsverwaltung**  
**40204 Düsseldorf**