

Registrar's Office Idar-Oberstein

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Study location Idar-Oberstein

Vollmersbachstraße 53a, D-55743 Idar-Oberstein

Checklist for application in Master course of studies Please do not send original certificates!	done
1. <i>Application for enrolment</i> (Print and sign after the online registration)	<input type="checkbox"/>
2. <i>Photo</i> (please stick it on the supplementary sheet of the request)	<input type="checkbox"/>
3. <i>Curriculum vitae</i>	<input type="checkbox"/>
4. Baccalaureate or Higher Education Entrance Qualification <u>legally attested copy and certified translation in German or English</u>	<input type="checkbox"/>
5. Bachelor, diploma or degree certificate If you have not received your certificate of the degree not yet, please submit a current transfer of records. <u>legally attested copy and certified translation in German or English</u>	<input type="checkbox"/>
6. <i>Copy of identity card or passport</i>	<input type="checkbox"/>
7. <i>Copy of visa (Non-EU-citizens only)</i>	<input type="checkbox"/>
8. Confirmation of health insurance: <i><u>EU-Citizens:</u> EU-citizens can be exempted from the obligation for health insurance if they can provide evidence of health insurance in their country of origin. For this purpose the form E128 or the European Health Insurance Card "EHIC" is needed which you have to present during the registration process.</i> <i><u>Non-EU-Citizens:</u> All students are subject to compulsory health insurance. Non-EU-citizens need to buy statutory or private health insurance.</i>	<input type="checkbox"/>
9. Fee for the revision of the Higher Education Entrance Qualification submitted by international applicants: 50,-- € Bank details: <i>Remittee:</i> Landeshochschulkasse Mainz <i>IBAN:</i> DE 25 5500 0000 0055001511 <i>BIC:</i> MARKDEF 1550 <i>Name of bank:</i> Deutsche Bundesbank Filiale Mainz <i>Reason for payment:</i> 6671-0966-BIR 11113/02, <i>First name, Last name, Date of birth</i> Please note that your bank may charge transaction fees for money transfers. These fees have to be added to the admission fee. Ask your bank about the amount of the transaction fee.	<input type="checkbox"/>