



Student Services

Administrative unit 5: Student Affairs and
Student Advice Centre

Application deadline:

Summer semester: 16/01 – 15/03

Winter semester: 16/07 – 15/09

To be sent by post or email to:

Hochschule Bonn-Rhein-Sieg
Student Services
Grantham-Allee 20
53757 Sankt Augustin, Germany

I request authorisation as a:

Limited cross-registered student

☐ for the summer semester 20 ☐ for the winter semester 20 /20

in the degree programme ☐ Bachelor's ☐ Master's

at the campus ☐ Sankt Augustin ☐ Rheinbach ☐ Hennef

Personal details

Gender: ☐ male ☐ female ☐ non-binary

Surname: _____ First name: _____

Date of birth: _____ Nationality: _____

Place of birth + country: _____

Street + house no.: _____

Additional information (c/o, at): _____ Postcode + town/city: _____

Phone: _____ Email: _____

I have been enrolled as limited cross-registered student at H-BRS before. ☐ yes ☐ no

Previous student number at H-BRS (if applicable): _____

I have a(n)

☐ university entrance qualification* (e. g. Abitur, Fachhochschulreife) ☐ yes ☐ no

If so, acquired: ☐ in Germany ☐ abroad: _____

☐ Master's access qualification* (e. g. Bachelor's degree) ☐ yes ☐ no

*I hereby confirm that the information I have provided regarding my university entrance qualification/master's entrance qualification is complete and accurate and corresponds to the information on my certificate.

Information on current enrolment

I hereby confirm that I am currently enrolled at another university in Germany, but am not on leave of absence during the semester for which I am applying.

Current university: _____

Programme: _____

Semester: _____

I enclose the following documents and evidence with this application:

- Current certificate of study for the semester I am applying for (copy)
- Current overview of marks (copy)
- ID card (copy)
- Attachment: additional information to be forwarded to the department (pp. 3 – 5 of the application)

*Foreign-language certificates or attestations that are not written in English must be accompanied by a German or English translation that has been certified or prepared by a publicly appointed or sworn translator.

Legal notice:

The respective department decides on admission to courses. For example, attendance at courses may be restricted if, without such restrictions, proper education of students enrolled in a degree programme cannot be guaranteed in accordance with Section 52 (1) of the Higher Education Act.

When registering as a guest student in accordance with Section 52 (1) of the Higher Education Act (HG) in conjunction with Section 14 (1) of the Registration Regulations, a fee of €100.00 is charged in accordance with Section 1 (3) of the Higher Education Fees Statutes.

Limited cross-registered students may only participate in the respective course(s) and examination(s) (this also applies to repeat examinations) until 31 August in the summer semester and until 28/29 February in the winter semester. For further examination attempts taking place in the following semester, a new application for admission as limited cross-registered student must be submitted.

I have read and understood all legal notices. Furthermore, I confirm that the information I have provided is true and complete. I will immediately notify the Student Services at H-BRS of any changes to my personal details.

Additionally, I solemnly declare that I have not failed any examinations to date.

Place, date

Applicant's signature

Please note that the application must be submitted in full (pp. 1 – 5) in order to be processed. Additionally, pp. 1 – 4 of the application need to be filled in completely and signed by the applicant themselves.

Attachment: additional information for the department

for admission as **limited cross-registered student**

☐ for the summer semester 20 ☐ for the winter semester 20 / 20

in the degree programme ☐ Bachelor's ☐ Master's

at the campus ☐ Sankt Augustin ☐ Rheinbach ☐ Hennef

Personal details

Gender: ☐ male ☐ female ☐ non-binary

Surname: _____ First name: _____

Date of birth: _____ Place of birth: _____

Street + house no.: _____

Additional information (c/o, at): _____ Postcode + town/city: _____

Phone: _____ Email: _____

Previous student number at H-BRS (if applicable): _____

Information on current enrolment

I hereby confirm that I am currently enrolled at another university in Germany, but am not on leave of absence during the semester for which I am applying.

Current university: _____

Programme: _____

Semester: _____

I would like to attend the following courses:

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

Application for admission as limited cross-registered student
p. 4

I have previously attended one of the courses above as small cross-registered student and would like to retake a failed examination. ☐ yes ☐ no

If so, please indicate below which examinations you did not pass:

- 1.) Examination/course: _____
Date: _____
Programme (Bachelor's/Master's): _____
- 2.) Examination/course: _____
Date: _____
Programme (Bachelor's/Master's): _____
- 3.) Examination/course: _____
Date: _____
Programme (Bachelor's/Master's): _____
- 4.) Examination/course: _____
Date: _____
Programme (Bachelor's/Master's): _____
- 5.) Examination/course: _____
Date: _____
Programme (Bachelor's/Master's): _____

Place, date

Applicant's signature

Only to be completed by the examination board!

Admission decision for the abovementioned courses:

- ☐ The request is authorised for the following courses
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
in the ____ semester (examination regulation: ____)
- ☐ Unfortunately, the request cannot be authorised for the following courses
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
☐ ... because the courses are not offered in the requested semester.
☐ ... for other reasons:

The applicant should be advised of the following:

- ☐ No additional notes are to be added by the examination board.
- ☐ **Only regarding department 03:** For the following examinations, module-specific admission requirements in the form of a certificate must be fulfilled:

If the certificate is to be obtained as a guest student in department 03, this must be registered with the responsible examination board by email to fb03.pruefungsausschuss@h-brs.de immediately after admission to the course (but no later than five days after the start of the course).

If a certificate obtained at another university is to be recognised for the certificate, this must be applied for informally within the first three weeks after the start of the courses, enclosing supporting documents (excerpt from the module handbook, transcript of grades) to the examination board of department 03.

- ☐ Other:

Place, date

Signature of the chair of the examination board