Application for Admission as a Guest Student

in the summer semester of ________ and in the winter semester of ________

Please admit me as a guest student in

- [ ] Faculty I Electrical Engineering and Information Technology
- [ ] Faculty II Mechanical Engineering
- [ ] Faculty II Bio Process Engineering
- [ ] Faculty III Media and Design
- [ ] Faculty III Information and communication
- [ ] Faculty IV Business
- [ ] Faculty IV Business Information Systems (deadline 15.03. or 05.10.)
- [ ] Faculty IV Computer Science
- [ ] Faculty V Diaconic Studies, Health Care and Social Work

for the following study program: __________________________________________________

and grant me permission to attend lectures and courses there. There is a separate charge applied for graded coursework or to take examinations (Section 13 para. 5 no. 2 NHG – Lower Saxony Higher Education Act); i.e. a payment of € 50.00 will be charged for coursework completed for credits and for examinations.

Personal details

(Please print in block capitals, fields marked with an asterisk (*) must be completed)

* [ ] Ms.   [ ] Mr.

* Family name, first name: __________________________________________________________

* Date of birth: ________  * Place of birth: __________________________

* Street/no.: ________________________________________________________________

* Postal code, Place: ____________________________________________________________

* Phone / e-mail: ______________________________________________________________

Nationality:_____________________________________________________________________

*Currently enrolled:   [ ] Yes   (indicate university and study program)
                        [ ] No

► See overleaf
Notes:
1. List the courses and have each signed by the corresponding professor/lecturer.
2. The following documents must be submitted to the Student Administration Office:
   - Approved application for permission to audit
   - Proof of payment (with bank stamp)

   The fee charged per semester is:
   - € 110 for courses with up to 4 semester week hours in total
   - € 160 for courses with more than 4 semester week hours in total
   - € 250 for one-on-one lessons
3. You must re-apply for permission to attend classes as a guest student for each semester separately.

<table>
<thead>
<tr>
<th>Course name</th>
<th>Hours per week and amount of Credits</th>
<th>Signature of lecturer</th>
<th>Name of lecturer (please print)</th>
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_______________________________________________________    _______________________________________________________________
(Place, Date)        (Applicant’s signature)

To be completed by the Student Administration Office

Your application for admission as a guest student for the summer semester 20______/winter semester 20______ has been approved.

Copy of approval to D3 – Akademische Angelegenheiten

Amount due received on:

Hannover, (date)  Signed SB
Information Sheet for Guest Students

According to Section 13 para. 5 of the Lower Saxony Higher Education Act (NHG – Niedersächsisches Hochschulgesetz) in its currently valid version, persons are allowed to attend courses at the University of Hannover even if they are not entitled to be admitted to university in the sense of the NHG. They can attend certain lectures and take part in certain seminars as so-called guest students. This does not make them students in the sense of the NHG.

Please note: The courses are offered mostly in German.

According to § 12 of the Admissions Requirements of the University of Hannover in its currently valid version, it is possible to attend certain courses with up to eight week hours only or for a maximum of 15 credits.

State-run universities charge guest students a fee per semester in the amount of at least

1. € 110 to attend classes totaling up to 4 semester week hours
2. € 160 to attend classes with a total of more than 4 semester week hours
3. € 250 for one-on-one lessons

Please transfer the amount due before the start of the semester to the following bank account. Please include the following information under Purpose: the word “Gasthörerschaft”, your name.

Bank details:

Hochschule Hannover, Postbank Hannover
IBAN: DE 48 2501 0030 0001 5003 08
BIC: PBNKDEFF

How to proceed:

1. You must apply for permission to attend classes as a guest student for each semester separately. Application forms are available from the Dezernat – Akademische Angelegenheiten (Student Administration Office), Ricklinger Stadtweg 120, 30459 Hannover, or on the internet.

2. In order to ensure that your application can be processed quickly and easily, make sure to fill it out completely and carefully. List the courses you would like to attend as they appear in the “Vorlesungsverzeichnis” (Course Catalog). The Course Catalog can be found on the internet.

3. A separate guest-student application must be submitted for each faculty.

4. Submit the completed, signed application for admission and proof of fee payment (bank confirmation – “Amount has been paid” or bank statement) to the Dezernat – Akademische Angelegenheiten (Student Administration Office). Once your application has been processed, a guest-student pass will be sent out to you.

Important Note

Students from other universities in Lower Saxony are not required to pay the guest-student fee insofar as they can prove that they are enrolled by producing a valid student ID card for the semester in question.

Persons entitled to receive benefits on the basis of Section 11 of the German Social Security Act or unemployment benefits on the basis of the Employment Promotion Act can submit an application to have the fee waived.

Information for Refugee: Studieren in Niedersachsen.