



Checklist for your matriculation | Bachelor

1. Mandatory documents required immediately to complete your enrolment latest at the day of matriculation

- 1.1 valid **passport** or official **ID** (PDF)
- 1.2 current colour **photo** (jpg, 300dpi, 295x366 pixel)
- 1.3 **Certificate of entrance qualification** as well as translation, if not issued in German or English (certified copy, see 2.)
Bachelor of Arts:
 - A-level or High School Diploma or IB Diploma or equivalent (diploma incl. transcript) (PDF)
- 1.4 proof of sufficient **health insurance**
 (electronic notification of a statutory health insurance provider about your insurance status)
 You can find further information about health insurance [here](#) under section "Health insurance for students"
- 1.5 if applicable, certificate of **language proficiency** (PDF)
 You can find further information about health insurance [here](#) under section "Proof of language proficiency"
- 1.6 if applicable, **visa/residence permit** (non-EU students only) (PDF)
- 1.7 if applicable, **certificate of dismissal** (only if you are / were previously enrolled at another university in Germany) (PDF)

2. Required form of certified copies and translations

- 2.1 All copies that are not officially issued for us directly by your education institute have to be certified to be a true copy by a notary or an official of a local authority in the Federal Republic of Germany. **In certain cases, the original documents may need to be presented additionally.**
- 2.2 If your certificates have been issued in a language other than German or English, you are required to hand in translations done by a sworn translator as PDF file („öffentlich bestellter und allgemein beeidigter Übersetzer“ – this database lists sworn translators that you could contact: www.justiz-dolmetscher.de). Translations done abroad can only be accepted if legalized by an Embassy of the Federal Republic of Germany. **In certain cases, the original documents may need to be presented additionally.**

The documents listed above must be submitted in the required form by the beginning of your programme (day of matriculation / registration on campus). If any of the respective documents are missing or are submitted in insufficient form, you will be enrolled under reserve

This means:

- No participation in examinations or grading of examinations taken.
- Exmatriculation after the first semester at the latest

If you have any questions about this checklist or your enrollment, please contact Services.Zentral@macromedia.de