



To the
University of Konstanz
Division of Student Affairs and Teaching
Student Service Centre
78457 Konstanz, GERMANY

Contact

Phone:
+49 7531 88-2664 | -4473 | -4997 | -3639
Email via contact form:
www.uni.kn/en/study/get-in-touch

Application to claim an exception to the tuition fees requirement for international students

You belong to the group of international students who are required to pay tuition fees, because you are a citizen of a country outside the European Union (EU) or the European Economic Area (EEA). The law does, however, allow for several exceptional cases (as per **§ 5 “Landeshochschulgebührengesetz LHGebG”** (state law on higher education fees)). If one of these exceptions applies to you and you can prove this by submitting the relevant documentation to us in time before enrolment or re-registration, you will not have to pay tuition fees for international students. Please note that only the German text of this information sheet - and the German text of the law - is legally binding. This English translation is provided solely for your information and convenience.

If either a legal or university deadline has passed and we have not received sufficient documentation for your exceptional case (see § 5 LHGebG), then we will assume you are required to pay tuition fees as an international student.

Important: Please complete, sign and submit this form:

- only if one of the legal exceptions listed below **actually applies** to you.
- along with all **relevant documentation**; you must hand in **originals or certified copies**.
- **immediately**, since you can only enrol or re-register if you have paid your tuition fees for the corresponding semester or the university has reason to justify an exception to the tuition fees requirement.

Last name, first name:		Student ID no: (application no)	01/
Address (street, city, country):			
Phone/mobile/email:			

A. Exceptions for students with certain residence permits (“Aufenthaltserlaubnis”)

I have obtained a valid German residence permit for one of the following reasons (please only tick the relevant box):

- I am the spouse, life partner or child of an EU/EEA citizen and enjoy freedom of movement under § 3 of the Freedom of Movement Act/EU (§ 5 para. 1 **no. 1** LHGebG).

Documentation: You must produce a valid “(Dauer-)Aufenthaltskarte” ((permanent) residence card) according to § 5 para. 1 of the Freedom of Movement Act/EU. To obtain the relevant documentation, please contact your “Ausländerbehörde” (foreigners registration office).

- I have a “Niederlassungserlaubnis” (settlement permit) or an “Erlaubnis zum Daueraufenthalt-EU” (permanent EU residence permit) (§ 5 para. 1 **no. 2** LHGebG).

Documentation: You must produce the valid residence permit including details on its legal basis (§ 9 or § 9a AufenthG); please include the "Zusatzblatt", if you have one.

- I have been granted an "Aufenthaltserlaubnis" (residence permit) for humanitarian reasons under the Geneva Convention on Refugees (§ 5 para. 1 **no. 3** LHGebG).

Documentation:

- You must produce the relevant entry in your passport or a refugee travel document as required in Article 28 of the Geneva Convention on Refugees.
- You must produce a valid residence permit allowing you to stay in Germany for a longer period of time (e.g. a "Niederlassungserlaubnis" (settlement permit), documentation of asylum status); please include the "Zusatzblatt", if you have one.

- I am considered a displaced foreigner under the "Gesetz über die Rechtsstellung heimatloser Ausländer in Deutschland - HAusIG" (law on the legal status of displaced foreigners in Germany) (§ 5 para. 1 **no. 4** LHGebG).

Documentation: You must produce evidence of your status as a displaced person by handing in a current official certificate or a valid entry in your passport replacement (§ 14 HAusIG and § 4 "Aufenthaltsverordnung" (ordinance governing residence)).

- I have been granted a residence permit under international law, for humanitarian, political, family or other reasons (§ 5 para. 1 **no. 5** LHGebG).

Documentation: You must produce a valid residence permit including details on the legal basis (§§ 22, 23 para. 1, 2 or 4, §§ 23a, 24 [*limited until 25.02.2025*], 25 para. 1 or 2, §§ 25a, 25b, 28, 37, 38 para. 1, sentence 1, no. 2 or § 104a AufenthG); please include the "Zusatzblatt", if you have one.

- I have been granted a residence permit on the grounds of "**Familiennachzug**" (family reunification) as a spouse, life partner or child of a foreigner with a "Niederlassungserlaubnis" (settlement permit) (§ 5 para. 1 **no. 5** LHGebG).

Documentation: You must produce the valid residence permit with details on the legal basis (§§ 30 or 32 to 34 AufenthG); please include the "Zusatzblatt", if you have one.

- I have been granted a residence permit for reasons of **personal hardship ("Härtefall")**. **Additionally**, I have a "Meldebescheinigung" (registration certificate), or several in case I changed flats, from the local residents' registration office/s ("Einwohnermeldeamt"/"Bürgerbüro") stating that I have resided in Germany for a **minimum of 15 consecutive months without pause** (§ 5 para. 1 **no. 6** LHGebG).

Documentation:

- You must produce the valid residence permit with details on the legal basis (§ 25 para. 3 or 4, sentence 2 or para. 5 or § 31 AufenthG); please include the "Zusatzblatt", if you have one.
- Please also submit the current "Meldebescheinigung/en" (registration certificate/s) from the respective local residents' registration office ("Einwohnermeldeamt"/"Bürgerbüro").

- I have been granted a residence permit on the grounds of "**Familiennachzug**" (family reunification) as a spouse, life partner or child of a foreigner with a residence permit. **Additionally**, I have a "Meldebescheinigung" (registration certificate), or several in case I changed flats, from the local residents' registration office/s ("Einwohnermeldeamt"/"Bürgerbüro") that I have resided in Germany for a **minimum of 15 consecutive months without pause** (§ 5 para. 1 **no. 6** LHGebG).

Documentation:

- You must produce the valid residence permit with details on the legal basis (§§ 30 or 32 to 34 AufenthG); please include the "Zusatzblatt", if you have one.
- Please also submit the current Meldebescheinigung/en (registration certificate/s) from the respective local residents' registration office ("Einwohnermeldeamt"/"Bürgerbüro").

- I am in possession of a passport with the note “**Duldung**” or a certificate of “**Duldung**” (temporary suspension of deportation status). **Additionally**, I have a “Meldebescheinigung” (registration certificate), or several in case I changed flats, from the local residents’ registration office/s (“Einwohnermeldeamt”/“Bürgerbüro”) that I have resided in Germany for a **minimum of 15 consecutive months without pause** (§ 5 para. 1 no. 7 LHGebG).

Documentation:

- You must produce the valid “Duldung” (certificate of temporary suspension of deportation status) with the relevant entry (§ 69a AufenthG).
- Please also submit the current “Meldebescheinigung/en” (registration certificate/s) from the respective local residents’ registration office (“Einwohnermeldeamt”/“Bürgerbüro”).

B. Other grounds for claiming an exception

One of the following applies to me (please only tick the relevant box):

- I have **resided in Germany for a total of five years and have worked legally during that time** (§ 5 para. 1 no. 8 LHGebG).

Documentation: Please submit certificate(s) of employment **and** tax bills (“Steuerbescheide” from your “Finanzamt”) for the last five years. **Important:** The monthly gross income you earned during the applicable periods of a calendar year must be enough to assure your livelihood; it is not sufficient to work in marginal employment, as a student assistant or in an “Ein-Euro-” (one Euro) job.

- One of my parents** resided and **legally worked in Germany for a total of three years during the six years leading up to the start of my studies** (§ 5 para. 1 no. 9 LHGebG).

Documentation:

- Please submit a certified copy of your birth certificate including an official German translation (if the birth certificate was not issued in German or English).
- From your parent: Please provide certificate(s) of employment **and** tax bills (“Steuerbescheide” from their “Finanzamt”) for the last three years **and** the current “Meldebescheinigung/en” confirmation document/s from the respective local residents’ registration office/s (“Einwohnermeldeamt”/“Bürgerbüro”). **Important:** The monthly gross income you earned during the applicable periods of a calendar year must be enough to assure your livelihood; it is not sufficient to work in marginal employment, as a student assistant or in an “Ein-Euro-” (one Euro) job.

- I have already completed **a bachelor’s and a master’s degree in Germany** (§ 5 para. 1 no. 10 LHGebG).

Documentation: Please submit certified copies of **both** German university degrees.

- I hold a **German “Staatsexamen”** (state examination), “**Diplom**” or “**Magister**” degree (§ 5 para. 1 no. 10 LHGebG).

Documentation: Please provide a certified copy of your German degree.

- I am a **Swiss** citizen who **works in Germany** or I am the spouse, life partner or child of a Swiss citizen working in Germany (Article 6 and 9 para. 2, attachment I of the agreement on the free movement of persons EC/Switzerland, effective 01.06.2002).

Documentation:

- Proof of **Swiss** citizenship (if we do not already have this).
- Please submit certified copies of the current **employment contract and tax assessment** (alternatively proof of employer) for the entire period.
- As a spouse, life partner or child: please provide an original and current **excerpt** from the official birth or marriage register or an equivalent register.

- I am a **Turkish** citizen **and** lawfully live with my parents in Germany, who are or were lawfully employed there. I am **not eligible** for one of the **exceptions listed above** and I have not completed a German

higher education entrance qualification (exception provided for in resolution no. 1/80 of the "Assoziationsrat" (association council) from 19.09.1980 on the development of the association (EEC/Turkey).

Documentation:

- Please submit a "Meldebescheinigung/-auskunft" (registration certificate/information) documenting that you live with your parents and will continue to do so until you start your studies.
- Please provide a certified copy of your birth certificate including a complete and certified German translation.
- Please submit a form providing evidence that one of your parents is employed as well as the working parent's tax bills ("Steuerbescheide" from their "Finanzamt") for the specified period of time.

By signing this form I declare that the information I have provided is true, complete and correct to the best of my knowledge and that I have not changed the pre-printed text in any way. I am aware that the information I have provided will be used to assess my eligibility for an exception to the tuition fees requirement and that I have to give immediate notification of any relevant changes to my circumstances. I am also aware that the University of Konstanz may demand further documentation if it suspects that any of the information I have provided is incomplete or incorrect.

..... X

Place, date Signature

Notes:

Duration of exception to the tuition fees requirement for international students

If you are granted an exception to the tuition fees requirement on the basis of your "Aufenthaltserlaubnis" (residence permit), the exception applies as long as your residence permit is valid. If your residence permit expires, please submit a new "Application to claim an exception" along with a certified copy of your updated residence permit immediately. Please take note of the re-registration deadlines. Please hand in your application in time for us to process it, so you will be able to re-register without having to pay tuition fees. We recommend that you submit the follow-up application either before 15 February (for the summer semester) or before 15 August (for the winter semester).

Notification requirements

You are required by law to notify the university immediately of any changes to your circumstances that may impact your eligibility to claim an exception or that alter the content of declarations that were submitted in this context (§ 10 para. 1 LHGebG). If the university did not charge you tuition fees even though you are required to pay tuition fees, the university may subsequently demand payment (§ 10 para. 4 sentence 3 LHGebG).

Payment of other semester fees and contributions

Please note that, even if you are eligible for an exception to the tuition fees requirement, you will nevertheless have to pay the following fees in order to enrol or re-register: administrative fee, Seezeit student services fee, student body fee.

Refunds

Tuition fees will be reimbursed in cases where the legal requirements for an exception to the tuition fees requirement were met at the time of enrolment or re-registration, but suitable documentation could not be provided through no fault of yours or the requirements will be met within a month after the start of the lecture period.

Certified copies of documents

These copies must be certified by public authorities such as municipal offices (e.g. town hall, "Bürgerbüro") or by a notary. Certified copies from other authorities (e.g. StuVe, health insurance provider) will **not** be accepted.

Translations

Translations must be prepared by a publicly appointed and sworn or licensed translator. Any translation you hand in to the university must include the translator's original stamp and signature.

Further information about tuition fees is available at www.uni.kn/tuitionfees.

For internal use only:

Ausnahme ja nein von _____ bis _____

Handzeichen: _____ Datum: _____ Last update: July 2024