

Application for admission as a visiting student

I would like to apply for admission as a visiting student at Friedrich Schiller University Jena in **winter/summer semester 20...../.....** for the courses listed below. I have attached my **current certificate of student status** stating the number of semesters enrolled in my degree programme (*Fachsemester*) and a copy of my **official photo ID** (usually your ID card).

PLEASE NOTE:

You may only take part in assessed coursework and examinations if this is in accordance with the relevant University of Jena examination regulations. You must also obtain approval from the respective examinations office.

Application deadlines: **15 March** for the summer semester and **15 September** for the winter semester

If you would like us to send you a certificate of your visiting student status, please submit a self-addressed and prepaid envelope with your application.

For more information, please visit:	www.uni-jena.de/service-ssz
Student Service Centre	Telephone: +49 3641 9 411 111
Fürstengraben 1, 07743 Jena, Germany	



_____ Place, date

_____ Applicant's signature



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UNIVERSITÄT
JENA Division for Student Affairs
Student Service Centre

Certificate of Visiting Student Status for the winter/summer semester 20...../.....

Last name, first name	
Sex/nationality	
Date and place of birth	
Street	
Postcode, city	
Email	
Telephone	
Higher education institution	
Degree programme	

Please complete this application in a legible manner (if possible, using BLOCK CAPITALS). This certificate is only valid with an official signature

has been admitted to attend the courses listed on the back of this page as a visiting student subject to being admitted for these courses online (Friedolin), and **provided** they have **registered or will register** for these courses using the University's Service Portal <https://portal.uni-jena.de>. **Visiting students** can request all necessary **login details** via email or in person at the **University Computer Centre**, Ernst-Abbe-Platz 4/Room 1209, 07743 Jena, Telephone: +49 3641 9-404777, itservice@uni-jena.de (Please remember to bring your certificate!)

Jena, On behalf of

Confirmation issued by the home university's examinations office or, in case of central examinations offices, by the responsible university teacher: *

As a visiting student, the application for admission to a subject-related examination is only possible if you haven't irrevocably failed any assessed coursework or examinations in the same or an equivalent degree programme you are applying for at a higher education institution in accordance with the Framework Act for Higher Education (Hochschulrahmengesetz, HRG). This must be confirmed by your examinations office:

I hereby confirm that I haven't irrevocably failed any assessed coursework or examinations in the courses listed below:

Course title	Date, signature & stamp of the examinations office (home university) (for medicine/dentistry/pharmacy: please state the number of remaining examination attempts)

* **does not** apply to visiting students from the University of Music Franz Liszt Weimar or Bauhaus-Universität Weimar who attend educational science courses at the University of Jena. It also **does not** apply to visiting students who are enrolled in Intercultural Music and Events Management (supplementary subject) or in the Master in Cultural Management at the University of Music Franz Liszt Weimar while attending courses in the areas of Intercultural Business Communication or Cultural Anthropology/Cultural History.

* **does not** apply to visiting medicine students who want to complete one third of their practical year at the University of Jena.

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To be completed by the applicant		To be obtained by the applicant / to be completed by the University of Jena (responsible university teacher or Language Centre's administrative assistant)		
Exact course title (course number, lecturer) [PLEASE COMPLETE IN BLOCK CAPITALS]	Would you like to take the examination? Y/N	Participation in the course approved Y/N *	Participation in the examination approved (in consultation with the responsible examinations office) Y/N **	Date, signature and stamp of the responsible university teacher * (or Language Centre's administrative assistant in case of language courses)

* **does not** apply to visiting students from the University of Music Franz Liszt Weimar or Bauhaus-Universität Weimar attending educational science courses at the University of Jena. It also **does not** apply to visiting students enrolled in Intercultural Music and Events Management (supplementary subject) or in the Master in Cultural Management at the University of Music Franz Liszt Weimar while attending courses in the areas of Intercultural Business Communication or Cultural Anthropology/Cultural History.

* **does not** apply to visiting medicine students completing their practical year at the University of Jena. Please refer to the information contained in the Faculty of Medicine's practical year confirmation letter (*Zuteilungsbescheid*).

** Participation in the examination can only be granted in accordance with the University of Jena's examination regulations and in consultation with the responsible examinations office at the University of Jena.