



Application for enrollment as guest student

for ☐ winter semester 20...../20.....
☐ summer semester 20.....

Personal information:

Name: _____ First name: _____
Date of birth: _____ Place of birth: _____
Student registration number: _____ Sex: ☐ male ☐ female
Postal address: _____ Phone: _____
_____ E-mail: _____
Nationality: ☐ German ☐ other: _____

Appendices:

- ☐ Proof of payment of fees
- ☐ Certified copy of school-leaving certificate or university degree
(foreign nationals: please provide German or English translation)
- ☐ Proof of residence permit (for foreign nationals)

Information on qualification:

School-leaving qualification/university degree:

Certificate issued (place and date):

University education:

Are you enrolled at another university/higher education institution in the current semester?

- ☐ No
- ☐ Yes: _____

Have you been excluded from studying at another university or from a specific field of study?

- ☐ No
- ☐ Yes

Do you suffer from a disease which might pose a serious risk to the other students' health or which could impair the proper running of degree programs?

- ☐ No
- ☐ Yes

Foreign nationals:

Did you have to complete a preparatory program for studies in higher education (*Studienkolleg*) and/or an assessment test for acquisition of the university entrance qualification?

- ☐ No
- ☐ Yes

In accordance with Article 42 para. 2 sentence 3 Bavarian Higher Education Act (*BayHSchG*), a guest student is a person who is enrolled at a university with the purpose of attending individual courses.

Under Article 50 sentence 1 no. 4 of the *BayHSchG*, guest students are not allowed to take examinations in the context of their guest studies!

I confirm that the information provided above is complete and correct. I have no knowledge of any ongoing police or court proceedings against me.

I agree to my address being passed on to employees of the University and to other authorities for official matters.

In particular, I declare to respect the University's objective in accordance with Article 3 of the Foundation Charter.

After I have enrolled as a guest student, I will be provided with a user ID for the university network and other IT services. By providing my signature, I agree to the provisions of the User Guidelines for Information Processing Systems at the Catholic University of Eichstätt-Ingolstadt and the User Guidelines for the Microcomputer Pools at the Catholic University of Eichstätt-Ingolstadt as updated from time to time and confirm receipt of a copy of these guidelines. In addition to a user ID, I will be given an e-mail address (usually *firstname.lastname@ku.de*), which will be used in particular for official messages from the University.

I hereby consent to the following: All incoming e-mails to my e-mail address on the KU's central mail server that are identified as containing a virus or assessed as having a spam level of ≥ 10 or as having a likelihood of $\geq 90\%$ of being spam by the anti-virus and anti-spam system used (currently **Sophos PureMessage + Sophos AntiVirus**) will be deleted automatically and not delivered to my inbox.

[I can withdraw this consent at any time online on the University Computer Center's website under 'Mein Nutzer-Profil' (my user profile).]

With regard to outgoing e-mails, the University Computer Center reserves the right to block e-mails that are identified as containing a virus or assessed as having a high likelihood of being spam from being sent.

Data protection clause:

Furthermore, by providing his or her signature, the applicant agrees to the following:

1. The information provided above is processed electronically (Art. 42 para. 4 *BayHSchG*, Art. 15 para. 1 no. 1 and 2, Art. 16 para. 3 p.4 Bavarian Data Protection Act (*BayDSG*)),
2. Electronic logs are made of the required personal data (e.g. sender and recipient address, time of sending, times when a work computer is used, user's connection times) when using services such as forwarding of e-mails,
3. The persons responsible for the administration of the servers and the university network shall, in order
 - 3.1 to maintain proper network and server operations (e.g. technical administration, fixing problems)
 - 3.2 to prevent misuse in suspected cases of misuse (e.g. criminal distribution or storage of information, use for unauthorized purposes),be entitled to access my data (in particular e-mail and connection log data and data which I have saved on the servers myself), if required in the individual case. Access to data is only granted if this is essential in order to maintain operations.

Date

Signature guest student

Information on guest studies:

Application for enrollment is submitted for

☐ up to 4 hours per week (€ 100 per semester)

☐ 5 to 8 hours per week (€ 200 per semester)

☐ 9 or more hours per week (€ 300 per semester)

for the following courses or field of study:

For language courses and degree programs with admission restriction:

Language Center's or dean's consent is required!

Consent is

☐ given

☐ denied

Date

Signature and stamp

Decision of Student Office:

The fee for enrollment as guest student in the amount of € _____ was paid.

The application for admission as guest student is

☐ approved

☐ denied

Date

Signature Student Office