

## Important Information Concerning Re-enrolment for the Winter Semester 2017/18 (WS 2017/18)

### 1. You can re-enrol online via SB@Home to continue your studies in the winter semester 2017/18 (re-enrolment period: 19th June to 7th July 2017):

#### 1. Online re-enrolment via SB@Home (use of online re-enrolment highly recommended!)

You can **re-enrol online** in [SB@Home](#) under **Meine Funktionen**. Clicking the button **Studiumsverwaltung** will take you to **Bezahlen und Rückmelden**, the section where you can re-enrol. There, please activate your SEPA direct debit mandate by clicking **WEITER**. Immediately after you have clicked **WEITER**, you will be (automatically) re-enrolled for the respective semester, i. e. you will be able to print out your new enrolment certificate and other certificates for the respective semester immediately (cf. number 8). Once you have been re-enrolled, please validate your student ID card (chip card) at one of the validation terminals (cf. number 9). Detailed information on SB@Home is available at:

<http://www.uni-wuerzburg.de/fuer/studierende/online-service/>

#### **IMPORTANT INFORMATION:**

Please note that before re-enrolling online via SB@Home, you must authorise the University of Würzburg for SEPA direct debit transactions. To authorise the University for SEPA transactions, please go to *Allgemeine Verwaltung* in SB@Home and choose *SEPA Lastschriftmandat prüfen* (cf. number 4).

2. If you do not want to use the online service SB@Home, you can transfer the due amount to the bank account of the University. Once the entire amount due has been credited to the account of the University, you will automatically be re-enrolled by Student Affairs.

#### **Please use the following bank details:**

Recipient:	StOK für Uni Würzburg
Financial institution:	Bayerische Landesbank München
IBAN:	DE27 7005 0000 4301 1903 15
BIC:	BYLADEMM
Reference:	M- <i>your student ID number</i> -20172 - 'surname, name'

**Example:** Reference: M-1234567-20172 - Testfrau, Ottilie

It is **essential** that you use the abovementioned format for the **reference** line! Failing to do so will render it impossible to automatically match your payment to your person and will thus lead to a delay in the re-enrolment process!

### 2. When are payments due?

As a rule, all students must transfer the semester fee totalling **€124.50 as one amount** to the account of the University by **7th July 2017** at the latest (amount must have been credited to the account of the University by this date!). The semester fee consists of:

- a) the fee for your public transport pass (**Semesterticket**) amounting to **€74.50**
- b) **Studentenwerk fees** amounting to **€50.00**

Under certain circumstances, students may be exempt from certain fees (cf. number 3); please arrange for payment of the amount due in your case before expiry of the re-enrolment deadline. Please bear in mind that it may take several days until the amount will be credited to the account of the University of Würzburg - even if you are using online banking and your account is debited with the amount immediately.

Please transfer the due amounts to the account of the University of Würzburg **by 7th July 2017 at the latest (amounts must have been credited to the account of the University by this date!)**. If you fail to do so, the University will be forced to disenrol you at the end of the summer semester 2017 (30 September 2017) due to you not having re-enrolled.

### 3. Who is eligible for exemption from fees?

#### a) Fee for public transport pass (*Semesterticket*):

**As a rule, students who are exempt from this fee will only be charged Studentenwerk fees amounting to €50.00.**

Students that are suffering from a severe disability and are entitled to use public transport free of charge are exempt from the fee for the **public transport pass (*Semesterticket*)**.

If this applies to you, please submit copies of your severely handicapped pass (*Schwerbehindertenausweis*) and the corresponding ID supplement with the according token to Student Affairs before re-enrolling online or before paying the respective amounts.

#### b) Studentenwerk fees:

**As a rule, students who are exempt from this fee will only be charged the fee for their public transport pass (*Semesterticket*) amounting to €74.50.**

Only those students that are enrolled at multiple higher education institutions in Bavaria are exempt from **Studentenwerk fees**. In this case, students will only have to pay the Studentenwerk fees for the Studentenwerk and/or higher education institution they enrolled at first.

Before re-enrolling online or before paying the semester fee, please submit to Student Affairs an enrolment certificate and proof of payment of the semester fee from the higher education institution at which you have already paid Studentenwerk fees.

### 4. How do I authorise the University of Würzburg for SEPA direct debit transactions?

You can authorise the University of Würzburg for SEPA direct debit transactions in SB@Home via

***Allgemeine Verwaltung*** and ***SEPA-Lastschriftmandat prüfen***.

Please note that you can only authorise SEPA transactions for your own bank account. You cannot authorise SEPA transactions debiting accounts held by third parties (e. g. your parents).

After you have completed the SEPA authorisation online, please print the respective document, sign this **original printout** and send it **by post** to the indicated address of the University of Würzburg. Since processing of the authorisation including the delivery time by post will take about a week, we recommend you **start the SEPA authorisation process in due time before the beginning of the re-enrolment period for the winter semester 2017/18 or by 15 June 2017 at the latest**.

You will not be able to re-enrol for the winter semester 2017/18 online using SB@Home if you have not authorised the University of Würzburg for SEPA transactions.

Please note that Student Affairs is not responsible for the processing of SEPA authorisations. Therefore, please direct any questions you may have regarding the receipt of your authorisation and/or the current status in the processing of your authorisation to [sepa@uni-wuerzburg.de](mailto:sepa@uni-wuerzburg.de). Before contacting the University at this email address (please do not use any other addresses for this purpose), please check SB@Home; you may find answers to your questions there.

If you already have authorised the University of Würzburg for SEPA direct debit transactions in the past, e. g. when re-enrolling or making some other payment, you will not be required to grant a new authorisation for re-enrolment for the winter semester 2017/18. The authorisation you grant us is a long-term authorisation that does not require renewal.

## 5. Information for students in teaching degree programmes (Lehramt) studying the subject music (Musik):

Students in teaching degree programmes (Lehramt) studying the subject Musik (Music) can choose whether they re-enrol with the University of Würzburg or with the University of Music Würzburg (HfM) first. We would recommend, however, that you re-enrol with the University of Music first since the re-enrolment deadline there expires first.

If you re-enrol with the University of Würzburg first, you will need to provide proof of your re-enrolment to HfM either in form of your student ID card (chip card) or by submitting an enrolment certificate issued by the University of Würzburg.

If you re-enrol at HfM first, you will not immediately be able to validate your student ID card (chip card) at the University of Würzburg. You will be required to provide proof of your re-enrolment at HfM before you will be able to validate your student ID card. In order to prove your re-enrolment, you will be required to submit an enrolment certificate issued by HfM to Student Affairs at the University of Würzburg.

## 6. How can I tell if I have been re-enrolled?

You can check SB@Home to find out if you have been re-enrolled. Please go to **Studiumsverwaltung** and choose **Studienbescheinigungen**.

If your enrolment certificates for the next semester are available for download, everything has worked out and you have been re-enrolled.

If they are not, this may be due to the fact that your semester fees have not been received and booked by the University of Würzburg. Please check again a few days later. If your new enrolment certificates are still not available for download, please contact Student Affairs. We will try to clarify the issue.

## 7. Disenrolment

If you do not intend to continue your studies at the University of Würzburg in the winter semester 2017/18, please request disenrolment at the end of the summer semester 2017.

Please follow the link below for more information on disenrolment and the respective form:

<http://www.studienangelegenheiten.uni-wuerzburg.de/exmatrikulation/>

There is no need to disenrol if you merely want to change your degree programme in the winter semester 2017/18. In this case, you can simply re-enrol for your current degree programme and then apply for a change of degree programme or subject.

Please follow the link below for more information and the respective form:

[http://www.studienangelegenheiten.uni-wuerzburg.de/studiengang\\_und\\_studienfachwechsel/](http://www.studienangelegenheiten.uni-wuerzburg.de/studiengang_und_studienfachwechsel/)

Please bear in mind that you need to observe application deadlines for restricted admission degree programmes. The application deadlines are listed at:

[http://www.studienangelegenheiten.uni-wuerzburg.de/fristen\\_und\\_termine/bewerbungstermine/](http://www.studienangelegenheiten.uni-wuerzburg.de/fristen_und_termine/bewerbungstermine/)

## 8. Printing out enrolment certificates

If you re-enrol online via SB@Home, you will be able to print out your new enrolment certificates via SB@Home immediately after you have been re-enrolled. If you choose to re-enrol via bank transfer, you will

The English text in this document only serves the purpose of providing information on the contents of the corresponding German text. Only the German text is legally binding.

not be re-enrolled - and will therefore not be able to print out your enrolment certificates via SB@Home - before the amount due has been credited to the account of the University.

Information on matters related to the printing out of certificates is available at:

<http://www.studienangelegenheiten.uni-wuerzburg.de/formularedownloads/bescheinigungsdruck/>

## 9. Validation of your student ID card (chip card)

Once you have been re-enrolled, you will be able to validate your student ID card (chip card) at any of the validation terminals. When you do so, the validity period of your ID card will be extended until the end of the winter semester 2017/18.

To find out where validation terminals are located, please check

[http://www.uni-wuerzburg.de/fuer/studierende/online\\_service/chipkarte/haeufige\\_fragen\\_zur\\_chipkarte\\_faq/](http://www.uni-wuerzburg.de/fuer/studierende/online_service/chipkarte/haeufige_fragen_zur_chipkarte_faq/).

If you are a student in a teaching degree programme (Lehramt) studying the subject Musik (Music), please read the information provided under number 5 and proceed accordingly before validating your student ID card.

## 10. Tuition fee loans (*Bayerisches Studienbeitragsdarlehen*)

If you took out a loan for tuition fees (*Bayerisches Studienbeitragsdarlehen*) you will not be required to act at the moment. The University of Würzburg will inform KfW Bank automatically that you are continuing your studies at the University of Würzburg and do not require any additional loans for tuition fees.

## 11. Change of address

Please do not forget to change your address via SB@Home if you have moved home.

To view the address(es), email address(es) and phone number(s) Student Affairs has on file for you and to check the respective data for correctness, please go to **Allgemeine Verwaltung** and choose **Kontaktdaten**. You can make changes to your address(es) (or select a different address to serve as your contact address) and email address(es) as well as enter new phone numbers or make changes to or delete phone numbers using a direct web-based feature.

**It is essential that you keep Student Affairs up to date on your address and contact details. If you fail to do so, you might not receive important information from us.**