

Request for exemption from the service fee for international students

based on section 13 (3) sentence 1 no. 6 of the Bavarian Higher Education Innovation Act (BayHIG) in conjunction with section 9 (2) of the Regulations for Fees and Charges at Ostbayerische Technische Hochschule (OTH) Regensburg

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| Last name, first name: | |
| Address (street, no., post code, city): | |
| Matriculation number: | |
| Degree programme: | |

I am hereby submitting a request for exemption from the service fee for international students

for the **winter semester 20____/20____** for the **summer semester 20____**

based on section 13 (3) sentence 1 no. 6 of BayHIG in conjunction with section 9 (2) of the Regulations for Fees and Charges at OTH Regensburg, as amended.

I am requesting the exemption for the following reason:

My country of citizenship has signed a special agreement with Germany.

I am requesting the exemption based on special agreements, legal provisions or intergovernmental treaties between my country and the Federal Republic of Germany. According to these agreements, I have equal rights to German citizens as far as admission to university is concerned or I am exempt from paying service fees.

Required documents:

- Copy of passport
- Copy of agreement, legal provision or intergovernmental treaty confirming that I have equal rights to German citizens as far as admission to university is concerned or I am exempt from paying service fees.

I have an established connection to Germany.

I have lived and been legally employed in Germany for at least 5 years before starting my studies, or one or both of my parents have lived and worked legally in Germany for at least 3 years during the last 6 years.

Required documents (as applicable)

- Residence title („Aufenthaltstitel“), residence registration certificate (“Meldebescheinigung”)
- Income tax certificate of the applicant („Lohnsteuerbescheinigung“)
- Income tax certificate of the parent(s)
- Confirmation of employment, issued by the employer
- Residence title and certificate of registration for the parent(s)
- Permanent residence permit („Niederlassungserlaubnis“) of the applicant, parent(s) or partner
- Residence permit („Aufenthaltsvisa“)
- Passport with registration
- Certificate of marriage, registered partnership or birth certificate with parent’s name(s)

I am a refugee or long-term tolerated person („Langzeitgeduldete“).

I am a recognized refugee within the meaning of the Geneva Convention from 1951. My permanent residence is in Germany and I have a permit which entitles me to live in Germany not only on a temporary basis.

I am a long-term tolerated person. My permanent residence is in Germany and I have been living in Germany legally, with permission or tolerated for at least 15 months without interruption.

Required documents (as applicable)

- Residence title of the applicant („Aufenthaltstitel“)
- Permanent residence permit („Niederlassungserlaubnis“)
- Residence permit („Aufenthaltserlaubnis“)
- Passport with registration
- Confirmation of the displaced person status
- Confirmation from the immigration authority

Due form and date of the request

Please complete the request in full and sign it with your own signature. Substantiate your request by providing all the necessary supporting documents and send everything by e-mail to the Department of Studies:

department-of-studies@oth-regensburg.de

The deadlines for submitting the request and supporting documents are **31 October** (for an exemption in the winter semester) and **15 April** (for an exemption in the summer semester).

Incomplete requests without proper documentation will be rejected.

Important notes and declaration on the request

With my signature, I confirm that the information I provided is complete and correct. I am enclosing the required documents with my request. I am aware that providing false information on purpose or by negligence is a regulatory offense and may lead to exclusion from the procedure or – in the event of a later determination – to the revocation of a previously approved exemption.

I declare that I will inform the Department of Studies immediately in case of any changes in the above-mentioned information.

Place, date

Signature