

Important Information for Exchange Students

International Office | Last edited: 03-2024

Confirm Arrival/Departure and create your Course Schedule

Please have your “Arrival Confirmation” and “Departure Confirmation” signed by the International Office. The documents are provided by the International Relations Office of your home institution.

Please reach out to the International Office in order to confirm both your arrival and departure at TUBAF.

Create your **course schedule** according to your Learning Agreement. Contact your academic supervisor at TUBAF if you have any doubt.

Transcript of Records (ToR)

The Transcript of Records (ToR) must be obtained from the Students’ Office, Akademiestraße 6.

The ToR includes the results of the modules you have successfully completed, including grades and credit points (ECTS).

Please **send an e-mail** to them including:

- full name
- matriculation number and
- a list of the modules you have successfully completed at TUBAF and would like to include in your ToR.

The document can only be issued after the

Faculty has reported the results of the last examination to the Student’s Administration Office. The average time for this is three weeks.

Important: Please do not forget to include the postal address to which the ToR should be sent, in case you are no longer in Freiberg when the Transcript of Records is issued.

DO NOT FORGET!

- 1) **Residents’ Registration Office.** Registration within two weeks after your arrival otherwise you could have to pay an administrative fine (*Bußgeld*).
- 2) **Foreigners’ Registration Office (“Ausländerbehörde”):** Registration within three months after your arrival, if you come from outside the European Union, the European Economic Area or Switzerland.

Exam Registration at the Student’s Office

As a program student, you are not entitled to register for exams online via the self-service portal (“*Selbstbedienungsportal*”). You must register in writing using the form „*Registration for Module Examinations*”

The form is available at the Students’ Office, Akademiestraße 6, or online (see QR code below). **Important reminder:** Don’t forget to register for your exams! You must be registered for an exam in order to sit it and receive credit points.

Re-Registration for the Second Exchange Semester (if applicable)

In case your exchange stay lasts two semesters, please make sure to re-register for the second semester during the re-registration period.

The period can be found in the academic calendar on our website.

Deregistration from your Exchange Studies

Please deregister from your studies at TUBAF using the „*Application for Deregistration*” form available on the TUBAF website (see QR code below).

Three signatures are required on the form:

- Your signature
- The signature of the University Library
- The signature of the faculty (i.e. the faculty that hosted you during your stay with us, unless you studied at our Faculty of Business Administration).

Important: You must present your student card together with the completed and signed form to our Student’s Office in order to receive your Exmatriculation Certificate.

Deregistration as a Citizen at the Residents’ Registration Office

When you leave Freiberg and Germany for another country, you must deregister at the Residents’ Registration Office (*Einwohnermeldeamt*).

Documents required:

- Passport
- Confirmation from your landlord – you can get this form from the Residents’ Registration Office, and your landlord will need to fill it in to confirm your departure. The document is called “*Wohnungsgeberbescheinigung*” (*Landlord’s Certificate*)

Deregistration is possible from two weeks before your departure from Freiberg.

EASY ACCESS



Scan to create your course schedule



Send email to Students’ Office



Form: Exam Registration



Form: Deregistration from Studies



Visit the International Office online