

Please send back: \_\_\_\_\_

**Hochschule für Musik und Darstellende Kunst**  
**Studierendensekretariat und Prüfungsamt**  
Urbanstraße 25  
70182 Stuttgart  
Germany

## INFORMATION FORM FOR INTERNATIONAL STUDENTS

to establish whether the obligation to pay tuition fees according to section 5 of the act on higher education fees of the Land of Baden-Württemberg (*Landeshochschulgebührengesetz*, LHGebG) applies

Application ID/Student ID number: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ E-mail: \_\_\_\_\_

Subject (programme of study): \_\_\_\_\_

Degree (bachelor's/master's): \_\_\_\_\_

Since the winter semester 2017/18, international students enrolled at higher education institutions in Baden-Württemberg are charged tuition fees of EUR 1,500 per semester. Section 3 LHGebG stipulates that international students who are not citizens of an EU or EEA country are obliged to pay fees.

As an international student, you are therefore generally required to pay tuition fees. However, the act provides for certain exceptions where international students who fulfil the required criteria are not obliged to pay fees. If the exception criteria apply to you and you provide the necessary documents of proof in due time before enrolment or re-registration, you do not have to pay tuition fees.

**Only print out and fill in this form if one of the following exceptions applies to you. Please submit the form and the required documents of proof to HMDK Stuttgart's registration office by latest April 10 (summer semester) or October 10 (winter semester).**

- ☐ **I have a family member who is a citizen of an EU or EEA country (Iceland, Liechtenstein, Norway), currently resides in Germany (in general due to employment) and has the right of freedom of movement according to section 3 of the Freedom of Movement Act/EU.**

Family members include:

- a) spouse
- b) registered life partners in an EU/EEA country if the partnership is considered equal to marriage in that country
- c) parents
  - Exception according to section 5 subsection 1 number 1 LHGebG

**Proof:**

- ✓ Aufenthaltskarte Residence card according to section 5 subsection 1 of the Freedom of Movement Act/EU or a permanent residence card or a permanent European Community residence permit (section 7a of the Residence Act (AufenthG)/EEC)
- Please note:* The residence card or permanent residence card is issued by the competent foreigners authority upon request.

☐ **I already live in Germany and hold one of the following residence titles:**

**Please state which type of residence permit you have been issued:**

[The type and legal basis are indicated on your residence title.]

- ☐ **Settlement permit** according to section 9 AufenthG or an EU long-term residence permit according to section 9a AufenthG - Exception according to section 5 subsection 1 number 2 LHGebG

**Proof:**

- ✓ Settlement permit or EU long-term residence permit

- ☐ **Recognition abroad as a refugee** according to the Convention Relating to the Status of Refugees of 28 July 1951 (Geneva Convention) and residence permit in Germany of at least one year or residence permit in Germany for at least 18 months - Exception according to section 5 subsection 1 number 3 LHGebG:

**Proof:**

- ✓ Foreign passport issued on grounds of the Convention of 28 July 1951 or a respective entry by the foreigners authority in the passport or passport substitute and
- ✓ Residence permit of at least one year or residence permit for at least 18 months, for instance according to section 25 subsection 2 AufenthG or settlement permit according to AufenthG

- ☐ **Status as a stateless** foreigner according to the act on the legal status of stateless foreigners in the Federal Republic of Germany (HAuslG) - Exception according to section 5 subsection 1 number 4 LHGebG

**Proof:**

- ✓ Certificate or passport entry confirming the status as a stateless foreigner

- ☐ **Residence permit** according to section 22, section 23 subsection 1, 2 or 4, section 23a, 24, section 25 subsection 1 or 2, sections 25a, 25b, 28, 37, section 38 subsection 1 sentence 1 number 2 or section 104a AufenthG - Exception according to section 5 subsection 1 number 5 first alternative LHGebG:

**Proof:**

- ✓ Residence permit (or temporary Residence Permit); for refugees additionally: German passport

- ☐ **Residence permit** according to sections 30 or 32 to 34 and 36a AufenthG as **spouse/registered life partner/child of a foreigner in possession of a settlement permit** - Exception according to section 5 subsection 1 number 5 second alternative LHGebG:

**Proof:**

- ✓ Residence permit (electronic residence title) and
- ✓ Settlement permit of the spouse/registered life partner/parents

- ☐ **Residence permit** according to section 25 subsection 3 or 4 sentence 2 or subsection 5 or section 31 AufenthG and continuous residence in the federal territory for at least 15 months by virtue of legal grounds, permission to remain pending asylum decision or temporary suspension of deportation - Exception according to section 5 subsection 1 number 6 first alternative LHGebG:

**Proof:**

- ✓ Residence permit (electronic residence title) and
- ✓ Certificate from the competent foreigners authority confirming continuous residence in the federal territory for at least 15 months by virtue of legal grounds, permission to remain pending asylum decision or temporary suspension of deportation

- ☐ **Residence permit** according to sections 30 or 32 to 34 AufenthG as spouse/registered life partner/child of a foreigner holding a residence title and continuous residence in the federal territory for at least 15 months by virtue of legal grounds, permission to remain pending asylum decision or temporary suspension of deportation - Exception according to section 5 subsection 1 number 6 second alternative LHGebG

**Proof:**

- ✓ Residence permit (electronic residence title) and
- ✓ Certificate from the competent foreigners authority confirming continuous residence in the federal territory for at least 15 months by virtue of legal grounds, permission to remain pending asylum decision or temporary suspension of deportation

- ☐ **Temporary suspension of deportation** (*Duldung*) and continuous residence in the federal territory for at least 15 months by virtue of legal grounds, permission to remain pending asylum decision or temporary suspension of deportation - Exception according to section 5 subsection 1 number 7 LHGebG:

**Proof:**

- ✓ Passport with **entry indicating the suspension of deportation** or **certificate confirming the suspension of deportation** according to section 60a AufenthG and
- ✓ Certificate from the foreigners authority confirming continuous residence in the federal territory for at least 15 months by virtue of legal grounds, permission to remain pending asylum decision or temporary suspension of deportation

☐ **I have resided in Germany for at least five years in total and have worked legally for at least five years. - Exception according to section 5 subsection 1 number 8 LHGebG:**

**Proof:**

- ✓ Employment verification form and tax assessment notices for the entire period
- ✓ Confirmation from the employer (if current tax assessment notices are not yet available)

☐ **One of my parents has resided and worked legally in Germany for three of the six years before my programme of study started. - Exception according to section 5 subsection 1 number 9 LHGebG:**

**Proof:**

- ✓ Notarised copy and official translation of the birth certificate
- ✓ Employment verification form for the parent and tax assessment notices for the working parent for the entire period
- ✓ Confirmation from the employer (if current tax assessment notices are not yet available)

☐ **I have already completed a bachelor's and a master's programme in Germany. - Exception according to section 5 subsection 1 number 10 LHGebG:**

**Proof:**

- ✓ Notarised copies of both German degree certificates

☐ **I have already obtained a state examination degree or a Diplom degree or a Magister degree in Germany. - Exception according to section 5 subsection 1 number 10 LHGebG:**

**Proof:**

- ✓ Notarised copy of the German degree certificate

☐ **I am a Swiss citizen and employed in Germany or I am a family member of a Swiss citizen employed in Germany. - Exception according to the Agreement between the European Community and its Member States, of the one part, and the Swiss Confederation, of the other, on the free movement of persons of 2 September 2001**

**Proof:**

- ✓ Residence permit
- ✓ Employment verification form for the parents, if relevant, and tax assessment notices for the entire period

- ✓ Confirmation from the employer (if current tax assessment notices are not yet available)
- ✓ Birth certificate, if relevant

☐ **I am a Turkish citizen and live duly with my parents in Germany, who are or were duly employed in Germany (and none of the aforementioned exceptions apply to me). - Exception according to Decision No. 1/80 of the Association Council of 19 September 1980 on the development of the Association (EEC/Turkey)**

**Proof:**

- ✓ Citizen's registration certificate
- ✓ Notarised copy and official translation of the birth certificate
- ✓ Employment verification form for the parent and tax assessment notices for the working parent for the entire period
- ✓ Confirmation from the employer (if current tax assessment notices are not yet available)

**Please note:** Please send the signed form and the necessary documents to the following address via mail [anne.rabe@hmdk-stuttgart.de](mailto:anne.rabe@hmdk-stuttgart.de)

Your application can only be taken into account if the forms and documents were submitted as required. If you do not submit the necessary forms and documents proving that the exception criteria are fulfilled according to section 5 LHGebG by the deadline stated above, we will assume that you are obliged to pay the tuition fees for international students.

**Obligation to cooperate:**

According to section 10 subsection 1 sentence 3 LHGebG, you are obliged to immediately disclose any changes relevant for the fulfilment of the exception criteria, the exemption from or the reduction of tuition fees, or changes in circumstances which have been object of declarations relevant for the fulfilment of the exception criteria, the exemption from or the reduction of tuition fees.

**I declare that the information provided in this form is correct, and that I have not altered the form in any way.**

\_\_\_\_\_  
City, Date

\_\_\_\_\_  
Signature

## **Important Information**

### **Electronic procedure**

At HMDK Stuttgart, the process of collecting fees is carried out electronically.

The procedure will be processed via email. Please check your messages / university e-mail account regularly.

### **Duration of the exception**

If you are not obliged to pay tuition fees on grounds of your residence permit, this exception applies only for as long as your residence permit is valid. Please submit this form again, along with a notarised copy of the new residence permit, as soon as your current residence permit expires. Please observe the re-registration deadlines. You may only re-register without having to pay tuition fees if your updated form and the notarised documents have been submitted and processed.

### **Payment of separate fees for enrolment and re-registration**

Please note that even if you are not obliged to pay the tuition fees for international students, you still have to pay enrolment or re-registration fees, which include the *Studierendenwerk* fee, the administration fee and the fee for the constituted student body (*Verfasste Studierendenschaft*).

### **Reimbursement**

Tuition fees which have already been paid may be reimbursed, in particular,

- if you fulfilled the exception criteria before enrolment or re-registration but were unable to provide the necessary documents of proof at the time being,
- if you qualify for an exception according to the relevant legal regulations within one month of the beginning of the lecture period.

### **Notarised copies**

Notarised copies have to be notarised by municipal authorities (e.g. city hall, citizens service office) or a notary. Documents notarised by other entities (e.g. AStA, health insurance provider) will not be accepted.

### **Translations**

Translations have to be produced by a sworn translator. The translation has to be submitted to the higher education institution bearing the original stamp and signature of the translator.

### **Further information**

Further information on tuition fees can be found at [https://www.hmdk-stuttgart.de/fileadmin/downloads/Studiengebuehren/Infoblatt\\_Studiengebuehren\\_ab\\_WS\\_17\\_18.pdf](https://www.hmdk-stuttgart.de/fileadmin/downloads/Studiengebuehren/Infoblatt_Studiengebuehren_ab_WS_17_18.pdf).