

## Important Information Concerning Re-Enrolment for the Summer Semester 2022

### 1. Re-enrolment for the summer semester 2022 (re-enrolment period: 11 – 24 January 2022):

#### (1) Online re-enrolment via WueStudy

When you re-enrol online, it is easier to do this on a laptop or desktop computer. We do not recommend that you use your phone or tablet.

You can **re-enrol online** in the **'My studies'** section of the [WueStudy](#) portal. To do so, go to **'Student services'**, select the **'Student status'** tab and click **'Re-enrol'** in the 'Actions' column on the right-hand side. Please read the text on the following page carefully and click **'Do debit order for outstanding invoice(s)'** on the right-hand side. After you have done so, you will be asked to do a direct debit order, i.e. initiate a direct debit transaction. Once you have done so, you are re-enrolled to continue your studies in the upcoming semester and can print out your new enrolment certificate and other documents immediately (cf. number 7). After you have been re-enrolled, please validate your student ID card (chip card) at one of the validation terminals (cf. number 8). For detailed information about WueStudy, go to:

[www.uni-wuerzburg.de/en/wuestudy/homepage/](http://www.uni-wuerzburg.de/en/wuestudy/homepage/)

#### **IMPORTANT INFORMATION:**

Please note that you must authorise the University of Würzburg for SEPA direct debit transactions (i.e. create a SEPA direct debit mandate in WueStudy) **before** you can re-enrol online via WueStudy. To authorise the University, log in to **WueStudy** and go to **'My studies'** – **'Student services'** – tab **'Payments'** – 'Actions': **'Create SEPA direct debit mandate'** (cf. number 4).

To find out if you have already authorised the University for SEPA direct debit transactions, i.e. created a SEPA direct debit mandate, check the 'Bank account and mandate' tab.

#### (2) Re-enrolment via bank transfer

If you do not want to re-enrol online via WueStudy, you can transfer the amount payable to the bank account of the University. Once the entire amount payable has been credited to the account of the University, you will automatically be re-enrolled by Student Affairs.

In the past, the Staatsoberkasse Bayern has experienced some problems in processing real-time bank transfers, which have led to processing times for real-time transfers being longer than those for regular transfers. We therefore recommend that you use a regular bank transfer.

#### **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-your student ID number-20221 - 'surname, name'

**Example:** Reference: M-1234567-20221 – Testfrau, Ottilie

You **MUST** use this 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!

Please be sure to transfer the semester fee before the end of the re-enrolment period. Please bear in mind that it may take several days until the amount is 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.

You can see whether your re-enrolment has worked directly **after logging into WueStudy** in a **notification window in the upper right corner**. If the information window is green and "You are re-enrolled for the summer semester 2022!" is displayed, then you are re-enrolled.

Alternatively, you can also look under "**My Studies**" - "**Student Services**" on the "**Student Status**" tab. If "Re-enrolled for the summer semester 2022" is displayed there, you are also re-registered.

## 2. What fees will you have to pay and when is payment due?

As a rule, all students must pay the semester fee totalling **€143.60 as one amount** by **24 January 2022** at the latest (the 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 €81.60**
- b) **Studentenwerk fees amounting to €62.00**

Under certain circumstances, students may be exempt from certain fees (cf. number 3).

Please bear in mind that the **amount due must have been credited to the account of the University of Würzburg by 24 January 2022 at the latest!** If the amount is not credited to the account of the University by this date, we will be forced to disenrol you with effect from the end of the winter semester 2021/22 (31. March 2022) due to you not having re-enrolled to continue your studies.

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

### a) Fee for your public transport pass:

- Students who have a severe disability and are entitled to use public transport free of charge are exempt from the fee for the **public transport pass**.

If this applies to you, please submit copies of your severely handicapped pass (*Schwerbehindertenausweis*) and the corresponding supplement with the according token to Student Affairs **before you re-enrol online or make any payments** to the University of Würzburg.

- In addition, students who are enrolled at two or more higher education institutions located in the area of validity of the public transport pass offered by Studentenwerk Würzburg and Verkehrsunternehmens-Verbund Mainfranken GmbH (VVM) are eligible for exemption from the fee for the public transport pass. This only applies to students who are enrolled at the University of Würzburg and the University of Music Würzburg (HfM) or the University of Applied Sciences Würzburg-Schweinfurt (FHWS) - Campus Würzburg at the same time.

If this applies to you, please submit to Student Affairs an enrolment certificate issued by the higher education institution at which you have already paid the fee **before you re-enrol online at, or make any payments** to, the University of Würzburg.

**As a rule, students who are exempt from this fee will only be charged the Studentenwerk fees amounting to €62.00.**

### b) Studentenwerk fees:

Only those students who are enrolled at two or more higher education institutions in Bavaria are eligible for exemption from **Studentenwerk fees**. These students will only have to pay the Studentenwerk fees for the Studentenwerk/higher education institution they enrolled or re-enrolled at first.

**Before you re-enrol online or make any payments** to the University of Würzburg, please submit to Student Affairs an enrolment certificate issued by the higher education institution at which you have already paid the Studentenwerk fees.

**As a rule, students who are exempt from these fees will only be charged the fee for their public transport pass amounting to €81.60.**

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

To authorise the University of Würzburg for SEPA direct debit transactions (i.e. create a SEPA direct debit mandate), log in to WueStudy and go to

**'My studies' – 'Student services' – tab 'Payments' – 'Actions': 'Create SEPA direct debit mandate'.**

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

After you have completed the SEPA authorisation online, print out the document, sign the **original printout** and send it **by post** to the address stated on the document. Since processing of the authorisation including the delivery time by post will take about a week, we recommend that you **start the SEPA authorisation process by 15 January 2022 at the latest.**

You will not be able to re-enrol online via WueStudy to continue your studies in the summer semester 2022 until you have authorised the University of Würzburg for SEPA direct debit 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 WueStudy; you may find answers to your questions there.

If you have authorised the University of Würzburg for SEPA direct debit transactions in the past, e.g. when you re-enrolled or made some other payment to the University, you will not be required to grant a new authorisation to be able to re-enrol online for the summer semester 2022. The authorisation you grant us is a long-term authorisation that does not require renewal.

#### **5. Important information for students who are enrolled at the University of Würzburg and the University of Music Würzburg (HfM) or the University of Applied Sciences Würzburg-Schweinfurt (FHWS) at the same time:**

If you are enrolled at the University of Würzburg and the University of Music Würzburg (HfM) or the University of Applied Sciences Würzburg-Schweinfurt (FHWS) at the same time, please re-enrol at the institution at which the re-enrolment deadline expires first and submit an enrolment certificate to the other institution as proof of your re-enrolment.

If you are enrolled at the University of Würzburg and at the University of Applied Sciences Würzburg-Schweinfurt (FHWS) - **Campus Schweinfurt** at the same time, please note: In addition to the semester fees you have paid at one of these institutions, you will have to pay the fee for the public transport pass at the other institution.

You will not be able to re-enrol at the University of Würzburg and will not be able to validate your JMU student ID card (chip card) until you have submitted to Student Affairs an enrolment certificate issued by HfM/FHWS and (where applicable) proof of your having paid the additional fee for the public transport pass.

#### **6. Disenrolment**

If you do not intend to continue your studies at the University of Würzburg in the summer semester 2022, please request disenrolment with effect from the end of the winter semester 2021/22. Please follow the link below for more information about disenrolment and the form you will have to complete:  
<https://www.uni-wuerzburg.de/en/studying-at-jmu/studienangelegenheiten/disenrolment/>

There is no need to disenrol if you merely want to change to another degree programme in the summer semester 2022. In this case, you can simply re-enrol to continue your studies in 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 form you will have to complete:

<https://www.uni-wuerzburg.de/en/studying-at-jmu/studienangelegenheiten/changing-degree-programmes-or-subjects/>

Please bear in mind that you will need to observe application deadlines if you want to change to a restricted admission degree programme. The application deadlines are listed at:

<https://www.uni-wuerzburg.de/en/studying-at-jmu/studienangelegenheiten/dates-and-deadlines/application-deadlines/>

## 7. **Printing out official documents**

If you re-enrol online via WueStudy, you will be able to print out your new enrolment certificates via WueStudy immediately after you have re-enrolled. If you choose to re-enrol via bank transfer, you will not be re-enrolled - and will therefore not be able to print out your documents via WueStudy - until the amount payable has been credited to the account of the University.

For more information about matters relating to the printing out of official documents, go to:

<https://www.uni-wuerzburg.de/en/studying-at-jmu/studienangelegenheiten/forms-downloads/printing-out-official-documents/>

## 8. **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 summer semester 2022.

To find out where validation terminals are located, go to

<https://www.uni-wuerzburg.de/verwaltung/informationstechnologie/karten-service-buero/chipkarte/haeufige-fragen-zur-chipkarte-faq/>

The information provided on that page is currently available in German only.

If you are enrolled at the University of Würzburg and the University of Music Würzburg (HfM) or the University of Applied Sciences Würzburg-Schweinfurt (FHWS) at the same time, please read the information provided under number 5 of this information sheet.

## 9. **Making changes to your contact details**

Please do not forget to change your address details in WueStudy if you have moved home.

To view the address(es) and phone number(s) Student Affairs has on file for you and to check them for correctness, go to **'My studies'** – **'Student services'** – tab **'Contact data'**. To make changes to your contact details or select a new postal address, please use the **pen button**. Please do not forget to save your changes.

**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.**

**Furthermore, we would like to point out at this point that for data protection reasons we only send all important information to your student email address (first name.family name@stud-mail.uni-wuerzburg.de).**

Therefore, please check your student email address regularly or set up an email forwarding. To do so, please log in to the webmail system of the University of Würzburg ( <https://webmail.uni-wuerzburg.de/login.php> ) with the access data of the computer center.

Then click on "Webmail" in the bar on the left side and then on "Filter". Now enter your private email address under point 5 ("Forwarding") and save the change. From now on all emails sent to your student email address will be redirected to your "normal" email address.