

Enrollment

You have been admitted to the desired degree program. Enrollment is an online-only process. You do not need to submit any paper documents.

Please log into [HSRM COMPASS](#) and apply for enrollment as described in the admission letter. Note that there are two steps to enrollment:

1. Change the status to "Immatrikulation beantragt".
2. Upload the enrollment application with the documents.

Deadline

The enrollment deadline is written in your admission letter. You must meet the deadline.

Health insurance

We cannot accept a foreign health insurance certificate!

We recommend that you take out insurance with a German public health insurance provider (gesetzliche Krankenversicherung). Examples of public health insurance providers are: AOK, BARMER, DAK, HEK, KKH, TK, and various company health insurance funds. With most public health insurance companies, you can apply online for membership.

If you are privately insured or have a European Health Insurance Card (EHIC), you must have a German public health insurance provider confirm that you are exempt from compulsory health insurance. You must present the appropriate document (EHIC or private insurance plan) to the public health insurance provider.

In both cases, the public health insurance company must **electronically transmit** the insurance status directly to the university. More information about this at www.hs-rm.de/kv.

Transfer semester fee

or enrollment, you must transfer the semester fee as described in the admission letter. Information about the semester fee can be found here: www.hs-rm.de/semesterbeitrag.

Photograph

When you process the enrollment application, you will be asked to upload a passport photo in the portal. The university needs this photo to produce your Student Card later. A paper photo will not be accepted.

Documents

In step 2 of the enrollment process you have to upload documents. Please read in the admission letter which documents you have to upload ("Immatrikulationsantrag mit antragsergänzenden Unterlagen einreichen").

You do not need to upload again any transcripts and language certificates that you have already submitted with your application or uploaded in the application portal.

Proof of German Skills (see also [Fact sheet German language skills](#))

Enrollment is not possible without sufficient proof of language proficiency for studying.

If you were not able to submit a C1 certificate when you applied, you must do so at the latest when you enroll.

You must submit the C1 language certificate at the latest by the enrollment deadline. If you already know that you will not be able to meet the deadline, contact the Admissions' Office (www.hs-rm.de/kontakt-ipunkt) and ask whether an extension of the submission deadline is possible.

Study periods on other German universities

If you already studied at a German university, you must submit proof of periods of study at the German university, or the clearance or exmatriculation certificate. The document must entail the name of your study program, the number of semesters studied, the date of enrollment, the date of termination of student status (Exmatrikulation) as well as the information whether you still are entitled to sit for exams in the program you studied.

If you have completed your periods of study abroad, you do not need to submit a certificate of exmatriculation.

Examination entitlement

Only if you have already studied in Germany in an identical/related degree program.

In this case, you must prove that you still have examination entitlement for the degree program for which you have applied. In most cases, you can request proof from the study program office (“Studiengangsekretariat”) of your previous study program.