Instructions on completing the online registration “Internet-Immatrikulation”

The websites for the obligatory online registration are in German. This step-by-step instruction will help you through the procedure. We will not translate every detail, though, but show you –via red circles- the field that you have to fill.

Please note: the online registration does not replace the “personal” enrolment.

The date of your personal enrolment can be found in the letter of admission.

To start the online registration, please click on the link Internet-Immatrikulation.

You may also use the link https://online.uv.ruhr-uni-bochum.de:9000/ to start registration directly.
You will be led to the following page:

1. For “1. Studienfach”, please select the option „ZZU – Hilfsfach“
2. For “Abschluss”, please select the option „nicht erfasst“

Then click the „Start“-button.
3. In the first field (Art der HZB) please select „Sonstige“.
4. In the second field “Jahr des Erwerbs”, please give the year when you finished school.
5. Please type “00000” in the column “Inland/Plz”
6. Below that, (Ausland/ Nation) please give the country where you got your school leaving certificate.

Below that, please answer the following questions

7. “Früheres Studium” -  *Have you ever studied in Germany? (yes/no)*
8. “Zweithörer” -  *Are you already registered in a German University? (yes/no)*
9. “Auslandsstudium” -  *Have you ever studied abroad? (yes/no)*
In case you have selected “yes” for the last question, you will be led to the following page:

10. For “Land” please give the name of the country where you’ve been studying.
11. For “Dauer in Monaten” please give the number of months you’ve studies there:

To proceed, please click “weiter”.

On the next page you have to enter your personal data:

12. Please note that your personal data (name, all given names, date of birth) have to be given exactly, e.g. as in your passport or ID card.

To proceed, please click “weiter”.
13. On the next page, please give your postal address.

Please note: once you’re in Germany, you can update your address.

To proceed, please click “weiter”.

14. On this page you confirm that you want to have a study ID card- please leave everything as it is and click „weiter“, to proceed.
13. This page is about BAFÖG which is usually not available for students from abroad. For now, please just click „weiter“ to proceed.

14. On this page you can select how you want to pay your social contribution fee. This can also be changed later. For now, please remove the check mark in the box and continue by clicking the „weiter“ button.
15. On this page, you have to answer questions about your health insurance. For now, just tick the box and click “weiter” to proceed.

16. The next page confirms your previous selection. Please just click the “weiter” button.
17. You are reminded to bring a confirmation of a valid German health insurance and all other documents (passport, school leaving certificate, first degrees), when you come for personal enrolment.

18. Please click „abschicken“ to complete the online registration.

Your online registration is now complete.

Please don’t forget to come to the university for „personal“ enrolment. During the personal enrolment, you will have to show all you documents and in the end you will receive your confirmation of enrolment and study ID card. The date for your personal enrolment can be found in the letter of admission.

Yours sincerely,

The Admission Office at Ruhr-Universität Bochum