

Offices L3 – L6 will remain closed to the public until further notice. We remain available to answer your enquiries via e-mail and telephone:

L3 – Student Advice and Career Service

The **drop-in consultation sessions** at the Student Advice and Career Service (IBZ) in Halbmondstraße 6 (Room 0.021) **cannot currently be offered face-to-face**. You may contact the team with **any** questions **by e-mail** (ibz@fau.de) or **by telephone** (Mon-Fr: 8am – 2pm). All phone numbers are available at www.ibz.fau.eu.

If you would like to contact an academic advisor directly (including the career service and the disability liaison officer), refer to the individual consultation website:

<https://www.fau.eu/education/advice-and-services/student-advice/individual-consultation/>

L 4 – Admission and Scholarships

Applications from German and international applicants (undergraduate or Master's degree programmes, German language courses or Studienkolleg) should be sent via post or be placed directly into the main FAU letter box (directly next to the Schloss entrance at Schlossplatz 4, 91054 Erlangen). This also applies to **applications for swapping university places**. Please observe the postal delivery times to ensure that the documents arrive on time.

If you have questions regarding your **application**, we would ask you to contact us by telephone first or if this is not possible, via e-mail to the relevant contact person.

<https://www.fau.de/fau/leitung-und-gremien/geschaeftsverteilungsplan-der-verwaltung/abteilung-l-lehre-und-studium/referat-l4-zulassung-und-stipendien/>

For questions with regard to Master's degree applications please contact: zuv-masterbuero@fau.de

For questions relating to scholarships: please contact support-stipendien@fau.de

For all other enquiries, please e-mail zulassungsstelle@fau.de

You may also use our contact form:

<https://www.fau.de/education/bewerbung/zugang-zum-studium/zulassungsstelle-masterbuero-und-stipendienstelle/>

L5 – Student Records Office

You can send us your enquiry via e-mail (studentenkanzlei@fau.de), post (FAU- Referat L5-Studierendenverwaltung, Schlossplatz 4, 91054 Erlangen) or by using the letter box (to the right of the Schloss entrance at Schlossplatz 4). You can find further contact details here:

<https://www.fau.de/fau/leitung-und-gremien/geschaeftsverteilungsplan-der-verwaltung/abteilung-l-lehre-und-studium/referat-l5-studierendenverwaltung/>

We can assist you, as always, with the following matters without you having to attend in person:

Leave / Changing subjects / De-registration / Double degrees / Re-registration / Postal enrolment / Student health insurance / Exemption from the semester fee / Name change / Refund of semester fees / Confirmation of study duration / Re-registration for improving grades / Proof of fulfilment of conditions for Master's degree programmes etc.

Most forms are available from <https://www.fau.de/education/beratungs-und-servicestellen/studierendenverwaltung>. You may also request any other forms via e-mail: studentenkanzlei@fau.de.

Extension to enrolment in subjects without admission restrictions:

Enrolment in subjects without admission restrictions for the summer semester 2020 has been extended to 30 April 2020 (originally 31 March 2020).

For matters that would usually require you to attend our offices **in person**, the following applies:

Enrolment for guest students:

Guest students should enrol at a later date (by 15 May 2020).

Enrolment in subjects with admission restrictions:

Applications for enrolment may be sent to the Student Records Office (L5) by post. Please observe the deadlines stated in your admissions letter.

Enrolment by applicants with a foreign university entrance qualification or who do not have German citizenship:

Please send the complete enrolment application with all supporting documents by e-mail. Original documents (university entrance qualification, passport and residence permit) must be presented by the re-registration period for the winter semester 2020/21 at the latest). This also applies to language proficiency certificates (for example DSH).

L6 – Examination Office

You can send us your enquiry via e-mail addressed to your contact (studentenkanzlei@fau.de), post (FAU- Referat L6-Studierendenverwaltung, Schlossplatz 4, 91054 Erlangen) or by using the letter box (to the right of the Schloss entrance at Schlossplatz 4). You can find further contact details here:

<https://www.fau.de/fau/leitung-und-gremien/geschaeftsverteilungsplan-der-verwaltung/abteilung-l-lehre-und-studium/referat-l6-pruefungsverwaltung/>