

## Application Form: Auditing at JGU

Hereby I apply for admission to auditing at the courses listed on the back. **The application deadline for admission in the summer semester 2025 is 24 March 2025.** Only in exceptional cases will applications be accepted after the registration deadline.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Sex / Gender: \_\_\_\_\_ Academic Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Street: \_\_\_\_\_

Postcode: \_\_\_\_\_ City: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

☐ I am an external student and pay only 50 % (proof of enrolment is attached).

☐ I request a discount (due to financial hardship; proof is attached).

### Payment:

Payment by bank transfer upon receipt of the invoice.

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### How to apply:

Once we have received this application form and you have been registered accordingly, you will receive an invoice with information on billing and payment. You will receive the „guest auditor registration receipt“ [German: Gasthörendenschein] upon receipt of your payment. All documents will be sent by e-mail.

**The fee will be due upon registration after submission of the application.** If it is impossible to register as requested, you will be notified.

Only written cancellations will be accepted (e.g. letter, fax, e-mail). In case of a cancellation before the registration deadline, a processing fee of € 30 (according to Landesgebührenordnung lfd. Nr. 1.6.6) will only apply for applications that have already been processed. **If the cancellation has been issued after the registration deadline on 24 March 2025, the total guest auditor fee is due.**

Guest auditor registration receipt lose their validity in the event of cancellation and are to be destroyed. You will also lose access to your personal account.

**With my signature, I accept the terms and conditions of the guest auditor programme.** <sup>1)</sup>

**I am aware that as a guest auditor, according to § 23 of the enrolment regulations [German: Einschreibeordnung] of the Johannes Gutenberg-University Mainz of 10 July 2008, I cannot acquire any credit points for my studies.**

**I agree that my data will be stored for the purpose of organizing events or for further information. The personal information requested is used for statistical purposes only.**

Please let us know via e-mail, if you do not wish to receive any further information.

**Place, date:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

<sup>1)</sup> Relevant documents can be found at:  
[www.zww.uni-mainz.de/gasthoeren/](http://www.zww.uni-mainz.de/gasthoeren/)

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The limit of 10 courses per semester may not be exceeded. Please list **all** courses that you would like to attend below. The necessary information can be found in the course catalogue: <https://jogustine.uni-mainz.de>.

	Course number	Type of course (lecture, exercise, seminar)	Course name
1			
2			
3			
4			
5			
6			
7			
8			
Total number of courses			

- Generally, only lectures can be applied for without the lecturer's consent. If you are applying for a seminar, exercise, or a lecture with an exercise (these can only be booked together!), the respective instructor will have to approve your participation in the desired course in written form.
- Should you have been in contact with the responsible academic office [German: Studienbüro] or instructor, please indicate clearly that this is an application for the continuing education guest auditor programme. Registration may only be done by the ZWW!

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Day/time	Name of lecturer	Lecturer's consent

- You may forward the **approval e-mail** to **[gasthoeren@zww.uni-mainz.de](mailto:gasthoeren@zww.uni-mainz.de)**. If a course is also subject to **capacity restrictions**, registration might only take place after the start of the semester and once the remaining places for regularly enrolled students have been allocated.
- In individual cases and after consulting the ZWW, it is possible to change to an alternative course. If you re-register, you will be removed from the list of participants of the originally requested course. This course will no longer appear in your personal account either. You will, then, receive a new guest auditor registration receipt.