

Application for issuing of certificates or replacement certificates



Hochschule für Technik
und Wirtschaft Berlin
University of Applied Sciences

Surname: _____

First name: _____

Email: _____

Telephone: _____

Student ID: _____

Study programme: _____

The issuing of certificates/replacement certificates is subject to fees in accordance with the Administration Fee Regulations (VGebO) of 24 November 2009 in the currently valid version and must therefore be applied for separately!

I hereby apply for the following documents to be issued:

Replacement **enrolment certificate** (€ 6,14)

Replacement **de-registration certificate** (€ 6,14)

Replacement **certificate of periods of higher education for statutory pension purposes** (€ 6,14)

Replacement **certificate listing all examinations** (€ 6,14)
in German in English

Replacement **Transcript of Records** (€ 6,14)
in German in English

Certificate of good standing for further study at another university (€ 10,23)

Preliminary grade certificate to apply for a Master's degree
at another university (10,23 €)

Statement of academic prospects for the Berlin Foreigners Registration Office
(free of charge)

Predicted grade for study programme (€ 10,23)
in German in English

Degree Certificate (€ 12,27 per (partial) page)
in German in English

Grade Transcript (€12,27 per (partial) page)
in German in English

Diploma Supplement (€ 6,14 per (partial) page)
in German in English

Other certificate – Please specify below (€ 10,23)

Delivery by PIN Mail AG/Deutsche Post AG (plus shipping costs)

(Information on the total fees and account details will be sent to you by email.)

Collect in person from the Student Service Centre – payment by EC card only

Date, signature _____