

Application for issuing of certificates or replacement certificates

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)

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)*

Delivery by email

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

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

Date

Signature of the applicant