

Semester

Applicant's identity

 Last name

 First name

 Street, no.

 Postcode City

 Matriculation number

 IBAN

 BIC

 Phone number

 E-Mail

Reason for reimbursement

- Possession of a pass for a severely disabled/handicapped person with a valid token
(required verification: student identification card, disabled person's pass with token)
- Internship outside of the scope (VVO) of the annual public transportation ticket
(required verification: student identification card, confirmation from the organization where the internship takes place)
- Preparation of a final thesis outside of the scope (VVO) of the annual public transportation ticket due to study related reasons
(required verification: student identification card, organization's or supervisor's confirmation)
- Preparation of a doctoral dissertation outside of the scope (VVO) of the annual public transportation ticket
(required verification: student identification card, supervisor's confirmation)
- Subsequent leave of absence during the current semester
(verification: student ID card, confirmation of enrolment with note about leave of absence)
- Study related stay abroad without a leave of absence
(required verification: student identification card, proof provided by the university)
- Enrolment during current semester
(required verification: confirmation of enrolment)
- De-registration during current semester
(required verification: student identification card, de-registration certificate)

Notes matriculation office
<input type="checkbox"/> Studentenausweis im Immatrikulationsamt abgegeben

General information

Your student identification card, in its original form, must be presented at the student council's service office when submitting the application. If the application is being mailed, a stamped envelope has to be enclosed in order for the student identification card to be mailed back. The immediate devaluation of the student identification card as ticket is possible when submitting the application; this however does not anticipate the decision made by the student council. In the event that the application is rejected the reissue of the student ID card is your responsibility. Process time is up to 60 days.

With my signature I confirm that I took notice of the Beitragsordnung.

Date and signature

Following documentation will be handed in later

Completed by the student council

Amount
Approved
Instructed

Notes student council