

Winter term 20 /

 Sommer term 20

Applicant's identity

Last name, First name

Street, no.

Postcode

City

Matriculation number

Phone number

E-Mail

IBAN

BIC

Reason for reimbursement

1 – 8: whole ticket

9: only for Nextbike

- 1 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
- 2 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
- 3 Preparation of a final thesis outside of the scope (VVO) of the annual public transportation ticket
required verification: student identification card, organization's or supervisor's confirmation
- 4 Preparation of doctoral dissertation outside of the scope (VVO) of the annual public transportation ticket
required verification: student identification card, supervisor's confirmation
- 5 Subsequent leave of absence during the current semester
required verification: student ID card, confirmation of enrolment with note about leave of absence
- 6 Study related stay abroad without a leave of absence
required verification: student identification card, proof provided by the university
- 7 Enrolment during current semester
required verification: confirmation of enrolment
- 8 De-registration during current semester
required verification: student identification card, de-registration certificate
- 9 Withdrawal of the licence to drive bicycles
required verification: student identification card, confirmation of the driving licence authorities

Notes matriculation office

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