

Winter term 20 /

 Summer term 20

Applicant details

Last name, First name

Street, no.

Postal code City

Matriculation number Phone number

E-Mail

IBAN

BIC

Reason for reimbursement

- 1 **Possession of a pass for a severely disabled/handicapped person with a valid token**
required verification: student identification card, disabled person's pass, G/GI with token
- 2 **Internship outside of the scope of Verkehrsverbund Oberelbe (VVO)**
required verification: student identification card, confirmation from the organization where the internship takes place
- 3 **Preparation of a final thesis outside of the scope of VVO**
required verification: student identification card, organization's or supervisor's confirmation
- 4 **Preparation of doctoral dissertation outside of the scope of VVO**
required verification: student identification card, supervisor's confirmation
- 5 **Subsequent leave of absence during the current semester**
req. verif.: student ID card, confir. of enrolment with note about leave of absence
- 6 **Study related stay abroad without a leave of absence**
req. verification: student identification card, proof provided by the university
- 7 **Enrolment during current semester**
req. verif.: confirmation of enrolment, copy or presentation of student ID card
- 8 **De-registration during current semester**
required verification: student identification card, de-registration certificate
- 9 **Double subscription of the semester ticket contract**
quired verification: student identification card, further documents after consultation
- 10 **Withdrawal of the licence to drive bicycles**
req. verification: student identification card, confirmation of the driving licence authorities

Notes matriculation office

Student identification card handed in at matriculation office

Further 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

Rechnerisch richtig / Approved

Sachlich richtig / Instructed

Notes student council