

Application for a duplicate of the student ID/semester ticket

Matriculation number

Course of studies

Family name

First name

Street

If necessary c/o

Postcode

City

I formally request a duplicate for the current

☐ winter semester 20_____
☐ summer semester 20_____

Reason for duplicate:

Loss

☐ Please describe briefly the course of events if you lost or destroyed the student ID/semester ticket:

Theft

☐ If your student ID/semester ticket has been stolen, please enclose a copy of the police complaint to this form. In this case the duplicate is free of charge.

☐ Other reasons

The charge for the duplicate amounts to **30 Euros** and is to be paid directly at the Studierendensekretariat. To receive the duplicate you need to present your national ID card or an equivalent identification document. It is obligatory to appear in person.

I hereby confirm that to the best of my knowledge, all the above and attached declarations are complete and correct.

Notice: The misuse of the student ID/semester ticket, for instance passing on the documents to a third party, is prohibited and may result in prosecution.

City

Date

Signature

Processing note – please do not fill anything in here

1) Actioned stamp: _____

2) Data entry/accounting: _____

3) To the student file: _____

4) Receipt number: _____