

## Student ID and Certificate Replacement Request Form

Family name, first name: \_\_\_\_\_

Matriculation number: \_\_\_\_\_

Degree programme: \_\_\_\_\_

Address: \_\_\_\_\_

I request replacement of

- my **Student ID/SemesterTicket** for  SoSe 20\_\_\_\_  WiSe 20\_\_\_\_/\_\_\_\_  
I have pre-paid the fee of €15.00 (according to Section 1 (3) of the *Fees and Charges Statutes of Rhine-Waal University of Applied Sciences*).
- my **auditor participant card**. I have pre-paid the fee of €15.00 (according to Section 1 (3) of the *Fees and Charges Statutes of Rhine-Waal University of Applied Sciences*).
- my **official degree transcript**. I have pre-paid the fee of €20.00 (according to Section 1 (3) of the *Fees and Charges Statutes of Rhine-Waal University of Applied Sciences*).
- my **degree award certificate**. I have pre-paid the fee of €15.00 (according to Section 1 (3) of the *Fees and Charges Statutes of Rhine-Waal University of Applied Sciences*).

|                        |   |  |
|------------------------|---|--|
| <b>I would like to</b> | pick up<br>the replacement <input type="checkbox"/> | receive my<br>replacement by post <input type="checkbox"/> |
|------------------------|---|--|

➔ I have enclosed my pre-payment proof with this request form.

\_\_\_\_\_  
Place/Date

\_\_\_\_\_  
Signature

Please fill in when picking up the replacement!

I received the replacement on:

\_\_\_\_\_  
Place/Date

\_\_\_\_\_  
Signature

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### Payment Details:

As the payment is processed automatically, be sure to fill in the payment reference ('Verwendungszweck') as follows:

#### **Zweitausfertigung + matriculation number**

For instance, with this example-matriculation number 10752 the reference ('Verwendungszweck') would be the following: **Zweitausfertigung10752**

**IMPORTANT:** Please make sure, you do **not** use the matriculation number given in this example. Instead replace it with **your own matriculation number**.

#### **Bank information**

Recipient: Hochschule Rhein-Waal

Bank: Sparkasse Rhein-Maas

BIC: WELADED1KLE

IBAN: DE63 3245 0000 0030 0018 04

### Please note:

- ➔ This form is to request the replacement of a lost or damaged certificate.
- ➔ Requesting a new certificate makes the original copy invalid.
- ➔ Misuse of invalid documents, particularly passing on the SemesterTicket to third parties, will lead to criminal charges.