

## Re-registration for winter semester 2019/20



Dear Students of Rhine-Waal University,

In accordance with Section 8 of the Enrolment Regulations (*Einschreibungsordnung*), it is necessary that you re-register with the University in order to carry on with your studies. To re-register please transfer the semester fee in the amount of **€302.88** to the account listed below by **15 June 2019**.

### - - - IMPORTANT: New Fees for Late Re-registration - - -

If you re-register after the due date you will have to pay an additional €15.00 **late fee** (in accordance with section 1 (7) of the *Fees and Charges Statutes of Rhine-Waal University of Applied Sciences*). You can prevent paying the late fee by making sure of the following:

- Transfer the full amount of the semester fee to the correct bank account by 15 June 2019.
- Use only the correct personalised number sequence described below as payment details, to ensure that we can match your payment to your student account.

You cannot be re-registered if required documents are missing, as, for example, proof of the preparatory internship (relevant only for bachelor's degree students), proof of health insurance (only if notified by separate letter), or proof of your bachelor's degree certificate (only for master's degree students with conditional enrolment status).

### Important information about the transfer

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

**Your matriculation number**, followed by the **year** (2019), followed by the digit '2' (for winter semester)

For instance, with this example-matriculation number 10752 you would enter the following:

Payment details ('Verwendungszweck')<sup>1</sup>: 

1	0	7	5	2	2	0	1	9	2
---	---	---	---	---	---	---	---	---	---

**Important:** Please make sure, you do **not** use the matriculation number given in this example. Instead replace it with **your own matriculation number**. Please do not add anything to this payment details, and do not add any spaces; otherwise your payment cannot be allocated. Please use only the box 'payment details'/'*Verwendungszweck*' instead of 'reference'.

### Bank information for semester fee

Recipient: Hochschule Rhein-Waal

Amount: €302.88

Bank: Sparkasse Rhein-Maas

BIC: WELADED1KLE

IBAN: DE63 3245 0000 0030 0018 04

<sup>1</sup> **For Deutsche Bank customers only:** This particular bank apparently uses a different system to other banks. If you transfer the fee from a Deutsche Bank account please use the box 'payment details' instead of 'customer reference'. This will allow us to allocate your payment.

Please note that a timely re-registration is dependent on the date your fee is received. Without re-registration you won't receive your Student-ID/Semester Ticket and you won't be able to register for exams.

If you have re-registered in time, your student ID will be sent to you by post from July (except student dorm addresses and addresses outside of Germany). In case your address has changed, please make sure to update it via the [HIS portal](#) by **30 June 2019** at the latest, so that your student ID card can be posted to the correct address; otherwise your SemesterTicket won't be delivered.

Please also take note that we cannot send out a payment receipt, and that the amount will be displayed in your HIS account with delay, due to technical reasons. However, the payment should show up within one month prior to the start of the semester. If this is not the case, please send us an email to the address stated below.

If we have not received your payment by **15 June 2019**, we reserve the right to de-register you from the University according to Section 11 (3) (b) (c) of the Enrolment Regulations of Rhine-Waal University (*Einschreibungsordnung*).

Kind regards,

Your Student Services

#### **Waiver of the fee for the regional and the NRW ticket**

Students are eligible to apply for exemption from the fee for the regional and NRW ticket for the following important reasons:

- if you are writing your thesis, or completing your semester abroad/internship semester outside the range of the SemesterTicket;
- if you are staying abroad due to your studies;
- if you have permission to use public transport according to the Disabilities Act ('Schwerbehindertengesetz'), or cannot use public transport at all due to a disability;
- if public transport authorities have already entitled you to benefit from free public transport within the range of the SemesterTicket
- if you are on academic leave of absence

You will find more information here:

- [Waiver of the fee for the regional and the NRW ticket](#)
- [Academic Leave of Absence](#)

For further questions please don't hesitate to contact the Student Advisory Service via [studienberatung@hochschule-rhein-waal.de](mailto:studienberatung@hochschule-rhein-waal.de)

### **For graduates**

If you graduate in summer semester 2019, no re-registration is required. Re-registration is only necessary if your last examination (e.g. colloquium) takes place in winter semester 2019/20 (starting 1 September 2019).

### **For Incoming Exchange Students**

This information does not concern exchange students who are enrolled for only one semester. Only if you are an exchange student who stays for a full academic year, you have to re-register and pay the semester fees for the upcoming semester as indicated here. If you have any questions, please contact the International Center: <https://www.hochschule-rhein-waal.de/en/international/international-center-team/consultation-hours>