

Re-registration for winter semester 2023/24

Dear Students of Rhine-Waal University,

To continue your studies you are required to re-register with the University by paying the semester fee, in accordance with Section 8 of the Enrolment Regulations (*Einschreibungsordnung*). The re-registration deadline is **15 June 2023**. The regular semester fee for winter semester 2023/24 is **€321.32**. Please refer to your [HIS-studentportal](#) for the amount to be paid and the payment details. Please transfer the semester fee early, as it must reach the University's account within the re-registration deadline.

--- How to prevent the late fee ---

If you re-register after the re-registration deadline 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 before 15 June 2023. Please note that the amount **must reach** our bank account on the 15th latest.
- Use only the correct **personalised number sequence** described below as payment details, to ensure that we can match your payment to your student account.
- No missing re-registration documents

If we have not received your payment by **15 June 2023** or if there are missing documents, 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)*. Therefore, please check one month prior to the start of the semester in your [HIS-studentportal](#), whether you are successfully re-registered.

Please understand that we cannot send out a payment receipt. The paid amount will be displayed in your [HIS-studentportal](#), but with some 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 studierendenservice@hochschule-rhein-waal.de.

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 a lock is displayed in your [HIS-studentportal](#)), or proof of your bachelor's degree certificate (only for master's degree students with conditional enrolment status). Without re-registration you won't receive your Student-ID/semester ticket and you won't be able to register for exams.

Important information about the transfer

Bank information for semester fee

Recipient: Hochschule Rhein-Waal

Amount: see HIS-studentportal

Payment details: see HIS-studentportal

Bank: Sparkasse Rhein-Maas

BIC: WELADED1KLE

IBAN: DE63 3245 0000 0030 0018 04

Please refer to your [HIS-studentportal](#) for the amount to be paid and the payment details. Login with your matriculation number and password and go to *Student Service* → *Bills and payments*. There you can find your personalised payment details ('*purpose*') and the amount to be paid (under '*unpaid*').

Please do not add anything to these 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'.

Student ID/semester ticket

If you have re-registered in time, your student ID will be sent to you by post from the middle of July (except addresses outside of Germany). In case your address has changed, please make sure to update it via the [HIS-studentportal](#) until **5 June 2023**, so that your student ID card can be posted to the correct address. Address changes after the given date will not be considered. Please also make sure that it is correct and complete in the section '*Studium-Korrespondenz*' and assigned as "semester address". It is correctly assigned when the information (semester) is given underneath your address in the section '*Studium-Korrespondenz*'. Otherwise your semester ticket won't be delivered.

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 semester ticket;
- 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 semester ticket
- if you are on academic leave of absence

You can find the application to waive the fee of the regional and NRW ticket and the application for academic leave of absence, as well as the leaflets with further information on our [website](#). Please note the respective deadlines.

For graduates

If you graduate in summer semester 2023, no re-registration is required. What is important in this regard is the date the thesis (incl. colloquium) is submitted or the last examination is taken. The date the results of the thesis or last examination are announced is irrelevant. Re-registration is only necessary if your last examination (e.g. colloquium) takes place in winter semester 2023/24 (starting 1 September 2023).

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 [Centre for Internationalisation and Languages](#).

Kind regards,

Your Student Services