

**Studierendenservice  
admission and registration**

Phone: 040 42878-0 (Central)

For responsibilities and office hours, please see:

<https://www.tuhh.de/tuhh/studium/ansprechpartner/studis-studierendenservice.html>

In urgent cases, a separate appointment can be arranged

E-Mail : [study@tuhh.de](mailto:study@tuhh.de)

Internet : [www.tuhh.de](http://www.tuhh.de)

**Visitor address:**  
Am Schwarzenberg - Campus 3  
Gebäude E  
21073 Hamburg

**Postal address:**  
21071 Hamburg

**Request for reprint of semester documents for  
summer semester \_\_\_\_\_ / winter semester \_\_\_\_\_**

Surname, first name: \_\_\_\_\_

Course of study: \_\_\_\_\_ Registration number: \_\_\_\_\_

My semester documents (semester ticket / student ID card) for the above semester

- did not arrive by post.  
 have been lost, stolen or destroyed.\*

I therefore request the reprint

- of the student ID card and the semester ticket (HVV).  
 of the student ID card.

\*The reprinting of lost or stolen/destroyed semester documents is fee required. Please transfer the fee to the TUHH account when submitting your application. You can find further information here: <https://www.tuhh.de/tuhh/en/education/students/organisational-details-about-your-studies/additional-or-replacement-certificates.html>

**Affidavit concerning receipt of semester documents**

I swear on oath that I have not received the semester documents for the above-named semester yet or that the semester documents have been lost/stolen/destroyed. I hereby state that for the semester above, I have not applied or I will not apply for semester ticket costs to be refunded by Studierendenservice Hamburg's hardship fund or that I have not or will not made my documents available to a third party. If I find the original documents, I am required to hand them to the STUDIS Studierendenservice without delay. I am aware that this statement will be made available to other authorities (e.g. Studierendenservice, HVV public transportation network, the police) for checking. I know that a wrong affidavit will be punished with imprisonment or fine.

\_\_\_\_\_  
Date / signature

**Bearbeitungsvermerk – nur auszufüllen von STUDIS**

Studierendenausweis  mit /  ohne Semesterticket  ausgehändigt /  abgesandt am

Datum / Handzeichen: \_\_\_\_\_