

Karlsruher Institut für Technologie (KIT)
 KIT Campus Süd
 - Studierendenservice -
 Kaiserstraße 12
 76131 Karlsruhe
 FAX +49 721 608 48180
 E-MAIL: studierendenservice@sle.kit.edu

**Graduates / former students de-registered
 before 01.10.1993 please contact the KIT-
 Archive directly.**

<https://www.archiv.kit.edu/110.php>

Application for the provision of study-related services

	Registration No.:								
--	-------------------	--	--	--	--	--	--	--	--

Course of studies/-combination (Course and Degree)

Applicant:

--	--

Family Name (Student/Graduate):

First Name (Student/Graduate):

--

At Companies: Complete Company Name:

Contact Person:

--

Street, No.:

--	--

Postal Code:

City /Country

E-Mail: _____ Phone No.: _____

Please send me the decision

in electronic form via E-Mail by post

I hereby apply for the provision of the following study-related services according to §2 of the statutes of the Karlsruhe Institute of Technology (KIT) on the collection of guest fees and other study-related services dated August 05, 2015:

Quantity	Fees and/or Expenditures	Amount of Fee
	(2) Duplicate or replacement of issued documents for final examinations (<input type="checkbox"/> __x Diplom, <input type="checkbox"/> __x Bachelor or Master Degree Certificate, <input type="checkbox"/> __x Grade Certificate, <input type="checkbox"/> __x Transcript of Records, <input type="checkbox"/> __x Diploma Supplement)	35 € / Document
	(3) Notarization from study and examination files a) Completion of study dates back no longer than one year b) Completion of study dates back more than one year	a) 4 € / Copy b) 18 € / Copy

	I require notarization of the following documents: _____	
	(4) Sealing of documents in an envelope The following documents should be included: _____	12 €
	(5) Additional certificates (e.g. <input type="checkbox"/> __ x No objection certificate <input type="checkbox"/> __ x Ranking certificate) Other (please explain what is needed): _____	12 € / each quarter of an hour or part thereof processing time
	(7) Issuing of an Education Verification	12 € / each quarter of an hour or part thereof processing time
	(8) Copies of the following documents: _____	1.00 € / first copy All additional copies: 0.75 € / copy

I will pay the fees due

- by EC debiting procedure at the Welcome Desk of the Student Services Office
- by bank transfer or
- by credit card payment

After receipt of payment, the requested documents are made available for collection at the Welcome Desk. You may choose between collecting the documents and mailing:

- I or an authorized representative will collect the documents. Please notify me by E-Mail: _____@_____
- Please send the documents via registered mail to the aforementioned address.

Date _____ Signature of applicant _____

<p>Processing Comments Student Services Office</p> <p>Notice of Fees No.:</p> <p>Receipt of Payment (Date):</p> <p>Amount:</p> <p>Sent / handed over (Date):</p>
