

Karlsruher Institut für Technologie (KIT)  
DE Studium und Lehre  
- Studierendenservice -  
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76131 Karlsruhe  
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E-MAIL: [studierendenservice@sle.kit.edu](mailto:studierendenservice@sle.kit.edu)

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

<https://www.archiv.kit.edu/english/323.php?tab=%5B336%5D#tabpanel-336>

## Application for the provision of study-related services

Registration No.:

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Course of studies/-combination (Course and Degree)

Applicant:

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Family Name (Student/Graduate):

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First Name (Student/Graduate):

For Business Addresses: Full Business Name:

Contact Person:

Street, No.:

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Postal Code:

City /Country

E-Mail: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Please send me the Notification of Fees

☐ in electronic form via E-Mail

☐ by post

I hereby apply for the provision of the following study-related services according to the current statutes of the Karlsruhe Institute of Technology (KIT) on the collection of guest fees and other study-related services:

Quantity	Fees and/or Expenditures	Amount of Fee
	(2) Duplicate or replacement of issued documents for final examinations of the above mentioned course and degree:  <input type="checkbox"/> ___x "Zeugnis" <input type="checkbox"/> ___x "Urkunde" <input type="checkbox"/> ___x Transcript of Records <input type="checkbox"/> ___x Diploma Supplement Explanation of the whereabouts of the original document(s):  _____	42 € / Document

	<p>(3) Notarization from study and examination files</p> <p>a) Completion of study dates back no longer than one year b) Completion of study dates back more than one year</p> <p><input type="checkbox"/> Diploma: __x "Zeugnis" __x "Urkunde"  <input type="checkbox"/> Bachelor/Master Degree Certificate: __x "Zeugnis" __x "Urkunde"  __x Transcript of Records __x Diploma Supplement  <input type="checkbox"/> Doctor Certificate: __x "Zeugnis" __x "Urkunde"  Other documents:  <input type="checkbox"/> __x _____</p>	<p>a) 5 € / Copy b) 21 € / Copy</p>
	<p>(4) Sealing of documents in an envelope</p> <p>The following documents should be included:  _____</p>	14 €
	<p>(5) Additional certificates  (e.g. <input type="checkbox"/> __x No objection certificate <input type="checkbox"/> __x Ranking certificate)  Other (please explain what is needed):  _____</p>	14 € / each quarter of an hour or part thereof processing time
	<p>(7) Issuing of an Education Verification</p>	14 € / each quarter of an hour or part thereof processing time
	<p>(8) Copies of the following documents:  _____</p>	<p>1.00 € / first copy  All additional copies: 0.75 € / copy</p>

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, 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.  
☐ Additionally, please send the documents to the above mentioned e-mail address.

**Note:** If payment is not made within four weeks of submission, the application will expire.

Date \_\_\_\_\_ Signature of applicant \_\_\_\_\_

**Processing Comments Student Services Office**

Notice of Fees No.:

Receipt of Payment (Date):

Amount:

Sent / handed over (Date