

Re-registration to the winter semester 2017-2018

Period of re-registration: **August 15th 2017 until September 15th 2017**

The re-registration is effected by the **payment** of the semester fee **in due time**.
(The date of the crediting on our fee account is considered the date of re-registration.
Please consider the bank handling times!)

For students having a permanent notice for long-term study fees, the re-registration also requires the transfer of 500 EUR (The transfer can be made by one combined sum).

Bank connection: **Empfänger (recipient):** Hochschule Anhalt
 Bank: Deutsche Bundesbank
 IBAN: DE3581000000081001539
 BIC: MARKDEF1810

Verwendungszweck

(purpose):

Matriculation No. _RM20172_ name, first name

(_ = empty space, RM = Rückmeldung (*re-registration*), the year is followed by a "1" for the summer semester and a "2" for winter semester)

Note: In the transfer slip, the **matriculation number** must be **written left-aligned** and without any gaps to indicate the purpose. Only by this, the automatic assignment of your semester fee and so your re-registration is ensured.

Semester amounts:	Fee for "Studentenwerk" (per semester)	70 EUR
	Fee for "Studentenschaft" (per semester)	6 EUR

Additional

Semester amounts:	Master Design Research	1250 EUR
	Master Dessau International Architecture	850 EUR
	Master Monumental Heritage	500 EUR
	Master Integrated Design	500 EUR
	Master Landscape Architecture	500 EUR
	Master International Trade (enrolled from winter semester 2010-2011)	450 EUR
	Master International Trade (enrolled from winter semester 2012-2013)	800 EUR
	Master Immobilienbewertung	230 EUR

The **deadlines** must be **urgently** complied with!

Delayed re-registration is possible during the prolonged period. In the case of delayed re-registration, **a fee of 15 EUR** must be paid.

The **prolonged period** for re-registration to the winter semester 2017-2018 ends on **September 30th 2017**.

Any payment of the semester fee after such prolonged period might be a cause for **your cancellation from the university register**.

Notes:

- You can check through the Service-Portal (HIS-QIS) whether your transfer has been correctly booked. In case of irregularities, please contact your Student Services Center (SSC).
- The study registration can be printed after the re-registration (approx. one week after the transfer) through the Service Portal (HIS-QIS), or collected from the Student Services Center (SSC); the chip card can be validated at this time too.
- The student ID cards can be mailed by post to you when you have sent us an **addressed and stamped envelope**.
- **Changes of names** must be immediately notified at the Student Services Center (SSC).
- **Changes of addresses** can be entered through the Service-Portal (HIS-QIS), or must be notified at the Student Services Center (SSC).
- Should you change your **health insurance scheme** during the semester the insurance certificate of the new health insurer must be presented to the Student Services Center (SSC) at the time of the next re-registration at the latest.
- On **application**, you may be exempted from the obligation to pay the fee
 - when you are granted leave because of a sickness
 - when you are granted leave because of pregnancy
 - in the case of a study abroad or a stay abroad in support of your study.