

Info on re-registration

Student Affairs Department

Furtwangen, 15. Januar 2021

Important information on the re-registration for the summer semester 2021!

The fees have to be paid by bank transfer. 3 to 8 days later you can re-register in the Studi-Portal.

The re-registration in the „Studi-Portal“ has to be carried out within the re-registration period.

Re-registration period: 1. February 2021 to 1. March 2021 => Deadline for payment 15. February 2021

You MUST meet the deadline – afterwards late fee of 10,- € - dunning procedure and risk of exmatriculation!

Dear students,

this letter contains important information that must be followed accurately for a smooth re-registration or enrolment process.

- **Semester fee of 130,- € for the summer semester 2021**

€ 47,-	contribution to the Studierendenwerk (fee notification Studierendenwerk Freiburg)
€ 70,-	administration fee (Landeshochschulgebührengesetz (LHGebG))
€ 13,-	student body fee (fee statute of the HFU's student body)

- **All** students (even students on leave and students starting an internship semester) must pay not later until 15. February 2021 the semester fee of 130,- €. Exceptions only apply to international students enrolled at the HFU according to a specific agreement.
- You must as well meet the deadline for the payment of the tuition fees for international students 1500,- € and the tuition fees for students seeking a second degree 650,- €. You are exempted from the obligation to pay tuition fees if you start an internship semester or semester of leave and you submitted the application for leave of absence before the beginning of the lecture period. This students must pay the semester fee of 130,- €.
- From 1. February 2021 on you can **re-register** in your HFU account at <https://studi-portal.hs-furtwangen.de>. There you will then find a new menu point “Payment and Re-registration” under the “My course” tab. After calling up this menu point, the system calculates your due payments and the transfer information and lists them for you to check. If the amount due is incorrect please contact the Student Affairs Department.
- Please transfer the due amount (usually 130,- €) according to the transfer information.
- **Please note that all data printed in bold type must be copied accurately and the transfer from your bank account into our IT-System may take up to eight days. Incorrect or missing data leads to delays.**
- **Cash payment is not possible.**
- Only after the amount has been credited to our account you can re-register on the Studi-Portal and download and print your new matriculation certificates. After that you can also update your student ID card for the new semester. Please inform the Student Affairs Department immediately if the system has not placed you into the correct curriculum semester (subject semester).
- If you start an internship semester in summer semester 2021, you must fill in the form **Notification of internship semester** - [Furtwangen](#), [Tuttlingen](#) or [VS-Schwenningen](#) and send it to the Student Affairs Department at your campus (Furtwangen, Tuttlingen or VS-Schwenningen) before the start of the semester (01. March 2021).
- If you start a study semester abroad in summer semester 2021, you must complete the form [Notification Study Semester Abroad](#). The form has to be submitted before the start of the semester (01. March 2021).
- More forms are available on the internet [Form downloads](#).
- Fees for master programmes: The tuition fees for the non-consecutive Master programmes “Business Consulting”, “Executive Master of International Business Management”, “International Business Management”, “Precision Manufacturing and Management” and “Wirtschaftsingenieurwesen - Sales & Service Engineering” must be paid via bank transfer to the account mentioned in the fee notification.

We wish all students a good start into the semester,
your Student Affairs Department team