

To be submitted to the  
Examination Office | Infothek

## Degree Certificate Request Form

Surname: \_\_\_\_\_  
First name: \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Student number: \_\_\_\_\_  
Place of birth: \_\_\_\_\_ Study programme: \_\_\_\_\_  
Country of birth: \_\_\_\_\_  Bachelor  Master

### Receipt of degree certificates

Please indicate how you would like to receive your degree certificates.  
Once they are issued, you will be notified on your HCU email address.

- Collection in person at the Infothek  Postal service by registered mail sent to the following address:

Street and number: \_\_\_\_\_ c/o: \_\_\_\_\_  
Postcode and town: \_\_\_\_\_  
Country: \_\_\_\_\_

### Please provide your contact details for possible follow-up questions

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Date of final examination <sup>1</sup>

Module / Exam: \_\_\_\_\_  
Date of exam: \_\_\_\_\_ Examiner: \_\_\_\_\_

### Deregistration <sup>2</sup>

- Deregistration by the end of the semester  
 Deregistration on the following date: \_\_\_\_\_

I hereby request my deregistration from the university and apply for issuance of my degree certificates due to the successful completion of my studies.

\_\_\_\_\_  
*City, Date*

\_\_\_\_\_  
*Signature*

<sup>1,2</sup> Further details can be found in the section 'General Information' on the back of this page

## **General Information**

Usually, degree certificates will be issued within twelve weeks.

They include the degree certificate, examination certificate, diploma supplement, and the final academic transcript (Transcript of Records). These documents will be issued in German and in an English translation.

Please check all information in your ahoi account before submitting this form. Degree certificates can only be issued if all course work and examination performances have been successfully finished and all exam results were entered into the ahoi system.

**<sup>1</sup> Date of final examination:** The date of the final examination is the day on which you fully completed your last exam performance, regardless of the date of its evaluation. Should your last exam performance be a recognition of a previous exam achievement, the date of the final examination will be the day of the recognition's approval. Please check your last exam performance in your ahoi account.

**<sup>2</sup> Deregistration:** With the successful completion of your studies, this submitted form will be further considered as a request for deregistration from the university. In general, the deregistration will be processed by the end of the semester in which you have been re-registered most recently. Should you wish to be deregistered on an earlier date, please state this in the relevant field. Please note that this date must not be before the submission date of this request form. You will receive a certificate of deregistration along with your degree certificates.