



Re-enrolment for the 2024 summer semester

08/01/2024 to 16/02/2024

All students need to re-enrol for the following semester. **Re-enrolment is made solely by bank transfer.** Reenrolment is considered complete when your semester contribution has been credited to the University's bank account. Please wire the amount in a timely manner. Bank processing times are usually around 3 days. You can then print out or download your updated enrolment certificates in **eCampus** under > Mein Studium > Studienservice on the "Bescheide/Bescheinigungen" tab.

There was a problem with your re-enrolment if you do not receive updated certificates. This could be incomplete payments, unaccounted late fees, bank transfer errors or even re-enrolment blocks from the Admissions Office. In this case contact:

Ms Simone Kunze, Building Z I, Room 0.06, Tel: +49 3583 612-4263, E-mail: s.kunze@hszg.de

The semester contribution is **€252.80 NEW!!!** (€93.10 contribution for the Studentenwerk Student Services Department according to the amended contribution regulations of 01/12/2022, €144.70 for the semester ticket and €15.00 for the student body).

The semester contribution is €108.10 for students in the part-time degree programmes Business Translation German-Polish and Social Gerontology as well as for students of the Foreign Students' College. Students taking classes in cooperation with the IBS Akademie Wien, WBS Akademie and Deutsche Bahn are fully exempt from the semester contribution.

Please contact the HSZG Students' Union (StuRa) for any questions revolving around the semester ticket:

Zittau: Building Z I, Room 2.04, Tel.: +49 3583 612-3353

Görlitz: Building G II, Room 055, Tel.: +49 3581 374-3354 E-mail:

stura@hszg.de

A late transfer (re-enrolment) will incur a late fee of €11.00.

The semester contribution is payable via the SEPA wire transfer procedure. Please note that there may be transfer fees for payments from abroad. Please use the following bank details:

Beneficiary:	Hauptkasse des Freistaates Sachsen
Bank:	Deutsche Bundesbank (BBk)
IBAN:	DE06 8600 0000 0086 0015 19
SWIFT/BIC:	MARK DEF1 860 (for transfers from abroad)

You can find the **reference** to be indicated (starting with "4417") in the Student Portal under > Mein Studium > Studienservice on the "Zahlungen" tab. This number **is linked to you** and not transferable to another student. Please be sure to enter the payment reference **as shown**, as the transfer form will be read electronically and it is otherwise not possible to properly allocate the payment.

You do not need to re-enrol if you finish or discontinue your studies at the end of the 2023 winter semester (by 02/29/2024), but you do have to disenrol by the end of the semester with a confirmation of library release and the submission of your Student Card at the Admissions Office.

Please note: Students must be enrolled until the last examination (= thesis defence) and must therefore re-enrol if their defence is scheduled after 02/29/2024!