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## **Do you have any other questions?**

Please don't hesitate to contact us at [zahlungen-studserv@hsbi.de](mailto:zahlungen-studserv@hsbi.de).

## **When are the re-registration periods?**

In order to continue your studies in the respective subsequent semester, you must re-register. That means that you must transfer the semester contribution that you are due to pay. Each semester, there is a re-registration period for the subsequent semester. The re-registration period for the summer semester is usually from the beginning of January until the end of February. Re-registration for the winter semester takes place from the beginning of June until the end of August. You will be notified of the exact start and end dates by e-mail. Please make sure to regularly check your university e-mail address (or forward these to your private e-mail address). Information will also be posted on your [CAT portal](#) and on the [website](#) as well as on the university's social media channels.

## **In which cases do I have to re-register?**

You must re-register if you would like to be a registered student in the subsequent semester (i.e. starting on 1 March in the summer semester or on 1 September in the winter semester), e.g. in order to attend lectures or take examinations. This includes written examinations, term papers and oral examinations as well as a colloquium, for example. If the deadline for the submission of your thesis extends into the new semester, you are required to re-register, too.

## **Re-registration is blocked for me in the CAT. What do I do now?**

Blocking re-registration for the subsequent semester is a way of preventing you to re-register automatically through the system. Your administrative assistant in the Registrar's and Examination Office may have various reasons to block re-registration for you. Could it be that you are an examination candidate? Are the study regulations that apply to you discontinued or have you not paid your health insurance contributions? Usually, the reason why re-registration is blocked for you is displayed in the CAT portal. Please don't hesitate to contact your [administrative assistant](#) to obtain more information and to resolve the issue with your re-registration.

## **I study in a (part-time combined) continuing education master's degree programme. Do I have to re-register and pay for my colloquium?**

Have you completed all the examinations of the study programme with the exception of the colloquium? Will you also have submitted your master thesis by the end of the re-registration

period (28 February for the summer semester, 31 August for the winter semester)? Then the Registrar's and Examination Office will re-register you for the subsequent semester at no additional cost. You will not need to transfer the semester fee. Please contact the administrative assistant responsible for you in this regard. If you have not yet submitted your master thesis or other examinations have yet to be taken, you must pay the fee.

### **Do I have to re-register if the submission deadline for my thesis is close to the end of the semester or on the last day of the semester and there is no colloquium in my study programme?**

In principle, re-registration will be blocked for you, as you are considered an examination candidate and you will finish your studies in the current semester according to plan. Therefore, you do not have to re-register. In this case, we will take the submission date of your thesis as completion date for your studies. You may choose whether you are de-registered on the submission date or at the end of the semester at the latest.

As an alternative, you can discuss with your responsible administrative assistant in the Registrar's and Examination Office that you would like to re-register in any case. Then we can use the date on which the grade of your thesis is published (publication date) as the last examination date. In that case, you may choose a de-registration date on your de-registration request that lies between the publication date and the end of the (subsequent) semester. Please note that there should not be any gaps (e.g. with regard to compulsory insurance) in the transition from student status to employment.

### **How is the amount of the semester contribution calculated?**

Depending on the study programme, the semester contribution may consist of various components: the semester ticket, the AStA contribution, the social contribution for the *Studierendenwerk* or fees for the purchase of materials. If you study in a continuing education master's degree programme, the components above do not apply. In these cases, the fee is regulated in the scale of fees. Please find the applicable fee on our website.

### **Can I pay the semester contribution or fees in instalments?**

Yes, instalments are possible. However, these should be planned in a way that the full amount has

been paid to HSBI by the end of the re-registration period. Please make sure to use the exact same reference provided by the university for each instalment and to also take into account the late fee you may have incurred. You will always find the outstanding amount in the [CAT](#).

### **Which payment methods does the university accept?**

You can only re-register by bank transfer. We do not offer any other payment methods, such as paying in cash or through direct debit. If you make a bank transfer from abroad, please be aware of any processing fees that you would have to assume.

### **Where do I find the information relevant to re-registration?**

Please find the information relevant to [re-registration](#) (the payable [amount](#), bank details of HSBI, reference, etc.) on the HSBI website or the CAT portal ("Studienservice" – "Zahlungen"). If you encounter any problems logging into the CAT portal, please contact the [IT Service Desk](#).

### **I used the wrong reference in my bank transfer – what do I do now?**

Usually, an error like this is corrected by the person processing payments in the Registrar's and Examination Office after we have received the payment. It is not necessary for you to contact us. However, if your account is not balanced or re-registration is not displayed in the CAT after approximately 5 days, please send a short e-mail to your [administrative assistant in the Registrar's and Examination Office](#) including your student ID no., the IBAN of the account that transferred the payment and the wrong reference. As an alternative, you can send us a screenshot of the bank transfer you have made.

### **I made the bank transfer, but I have not been re-registered yet.**

You will only be re-registered after the complete payment of the semester contribution has been booked in the university's system. It may take several days after your bank transfer for the university to receive the payment (depending on the bank, approximately 2 to 3 days). This means that it may take several days for the status to be updated.

Another reason why you are not re-registered may be that re-registration is blocked for you. [Here](#) you will find further information on how to proceed in this case.

## **I do not use the semester ticket. Do I still have to pay for it?**

Yes. Due to agreements with HSBI's AStA, the costs for the ticket are financed collectively. It is thus a compulsory contribution for a specific purpose and not an elective service. In special cases, however, you can get a refund of the ticket costs subsequently. Please find further information on this [here](#).

## **Do I have to pay for the semester ticket if I have a disability ID card with an appropriate code and thus do not need it?**

No. The amount that goes towards the semester ticket will be deducted from your semester contribution. This applies for the duration of the validity of your disability ID card, provided that it meets the requirements for free public transport: codes GI, BI, H, G or aG. If you would like us to take this into account, please submit the relevant [request](#) to the Registrar's and Examination Office. The other components of the semester contribution remain unaffected and must be paid in any case.

## **How do I upgrade my semester ticket to the 49-euro ticket?**

HSBI students can keep their semester ticket and simply upgrade it to the 49-euro ticket as needed. This costs €13.45 per month. The price amounts to the margin between the monthly semester ticket costs and the €49 that the so-called *Deutschlandticket* costs. Our AStA provides further information [here](#). Alternatively, the upgrade can be made through the [moBiel YOU app](#).

## **Are there any alternatives to re-registration?**

Yes. Under certain conditions, you can take a semester of leave instead of re-registering – e.g., if you care for relatives who require it, if you look after your own children or if you fall ill. You do not have to pay the semester contribution if you take a semester of leave. However, you can book the semester ticket and/or the services of the *Studierendenwerk* during a semester of leave if you require them. Please find further information on this on our [website](#).

### **During the re-registration period I cannot yet predict whether I might take a semester of leave – what do I do?**

If during the re-registration period you are still unsure whether you are going to re-register or take a semester of leave, please re-register by transferring the semester contribution by the re-registration deadline first. You can still make a formal request for a leave of absence until 15 May (for the summer semester) or 15 November (for the winter semester) and get a refund of the semester contribution (possibly with a deduction for the semester ticket). In this case, you will also have to hand in the CampusCard/student ID card or re-validate it. The semester ticket will also lose its validity if you do not book it separately during your semester of leave. For more information, please click [here](#).

### **What do I do if I have missed the re-registration deadline?**

As a rule, there is a two-week extension to the re-registration deadline before the semester starts. Please find the exact period [here](#). During this short extension, you can only re-register if you pay a late fee of €10 in addition to the semester contribution. After the extension has ended, you will not be able to re-register – you will be de-registered.

Important note: For the university, the date the payment is received is the decisive factor for the deadlines and not the date the transfer is made. Due to bank processing periods, you may thus have to pay the late fee if you make the bank transfer shortly before the end of the regular re-registration period and the payment is received after the deadline has ended. Therefore, please make sure to check your current status in the CAT portal.

### **I am registered as a visiting student. How do I re-register?**

First of all, we distinguish between limited student visits and full student visits.

If you would like to extend your full student visit, please submit a proof of enrolment from your primary university for the subsequent semester by e-mail to the [administrative assistant of your study programme](#). Please note that the regular re-registration periods apply to you, too.

If you have not passed all examinations as part of your *limited student visit*, you can extend your registration to the subsequent semester, too, by submitting a proof of enrolment from your primary university and paying a processing fee of €100. However, if you would like to take new

modules, you will need to apply once again.

### **I have re-registered but do not wish to continue my studies after all. Can I get a refund of the semester contribution?**

The semester contribution can be refunded until the lecture period of the respective semester officially starts. The prerequisite for this is that you have applied for de-registration or that you have already been de-registered and that you return your CampusCard/student ID card to the Registrar's and Examination Office. Please find the relevant request form in the CAT portal.

### **I made an overpayment. Will the sum be deducted from the contribution for next semester or can I get a refund?**

Unfortunately, we are not able to offset payments for different semesters, but of course you can get a refund of any amounts that have been overpaid. Please use the refund request form in the CAT portal. If you do not make a formal request, the overpaid amount will automatically be refunded in the semester settlement (at the end of May/end of October). Refunds have a processing period of approximately two to three weeks.

### **When do I get my semester ticket?**

Immediately after the semester contribution has been booked, you will have access to your semester ticket (45 days before the new semester starts at the earliest). You can obtain this directly from the Deutsche Bahn portal without registering.

### **When do I get my student ID?**

If you do not use the CampusCard, we will send you a paper ID from mid-February/mid-August onwards. Your CampusCard can be validated at the self-service machines right after re-registration has taken place.

### **Where do I find my proof of enrolment or form no. 2 for the BAföG office?**

After the semester contribution has been booked and re-registration has been processed in the system, you can print or download the documents from the CAT portal. We provide instructions for this on our website.