

University of Münster
Studierendensekretariat (Student Admissions Office)
Schlossplatz 2
48149 Münster

Request for a Replacement Copy

last name, first name	
date of birth	
student ID number	

Reason

- ☐ loss *
- ☐ theft *
- ☐ change of name **
- ☐ defect **
- ☐ other (please specify) _____

☐ There has still been credit on the former card. Please confirm the old card's number in order to have the credit transferred or disbursed at the Students canteen (Mensa).

* **I understand that** the fee for a replacement student ID card with integrated user card for the main university library is **€15** and has to be paid to the account of the University (*Universitätskasse*) within two weeks of receiving the card.

** If you need a new card as you have changed your name or your old card is faulty and you return your old card to us, a replacement card is issued free of charge.

According to § 1 Absatz 6a of the Enrolment Regulations (*Einschreibungsordnung*) of the University of Münster, a student ID card can only be issued once you have uploaded a portrait photo on <http://www.uni-muenster.de/studium/einschreibung/studierendenkarte/index.html>

If I sent the request by post, I enclose a self-addressed envelope with sufficient postage for sending the student ID card with my request.

(date)

(signature of student)

living.knowledge