

Westfälische Wilhelms-Universität Münster (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	

I would like to request

a new student ID card.*

Reason

loss

theft

other (please specify) _____

* **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 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> (in German only) or if you enclose a printed passport photo with the request form.

I enclose a self-addressed stamped envelope (€0.70) with this request form so that the replacement copy can be **sent to me by post**.

(date)

(signature of student)