

To the Central Examinations Office of the

Heilbronn University
of Applied Sciences
Max-Planck-Str.39
74081 Heilbronn

Received stamp of the university

Application for retrospective examination registration

Surname:	
First name:	
Matriculation number:	
Degree programme:	
Course number:	
Semester:	
Email address:	

I hereby apply for retrospective registration of the following examination(s):

Examination number	Examination title	Module / elective subject assignment	Date of examination (if known)

Declaration:

I am aware that this request will be approved only

1. if it is **submitted by the deadline** (from the Monday following the end of the exam registration period until no later than the Friday before the start of the exam deregistration period, in accordance with the semester schedule)
2. and upon **proof of payment** of the fee of 10 € per retrospectively registered examination (up to a maximum of 40 € per registration period, regardless of the number of retrospective registrations)

Regular deregistration is only possible up to four days before the individual examination date at the latest.

I am aware that the examination planning of the Heilbronn University of Applied Sciences has already been completed and that it is therefore my responsibility to exclude a possible overlap with other examinations and to ensure the possibility of taking the examination.

Date

Signature of applicant

Note:

The payment of the fees can only be made after the condition for participation in the individual examinations has been checked. Please contact your responsible administration assistant in the Examinations Office first! Proof of fee payment is provided by means of a receipt from the Student Service Office/Payment Office or a copy of the bank statement.

To be completed by the Examinations Office:

1. The application is

- ☐ Approved subject to payment of fees ☐ Rejected for failure to comply with the

Date

Signature of case worker

2. The fee(s) in the amount of € ____ were paid in accordance with the proof of payment

3. The examinations have been retrospectively registered as applied

Date

Signature of case worker

Fees can be paid by cash payment in the Student Service Office (B026, Sontheim Campus) and the payment office (T3.10, Education Campus) or by **bank transfer**. Please see the note above.

For bank transfer please use the following bank details:

Verwendungszweck (customer reference number): Examination registration, surname, first name, matriculation number, degree course

still Verwendungszweck: 108 665 000 1411

Landesoberkasse Baden-Württemberg

IBAN: DE02 6005 0101 7495 5301 02

BIC: SOLADEST (BW Bank Karlsruhe)