



A - Z → **A**

What?	Where?
Accidents during the course of study	Accidents that are related to studying at h_da and result in an inability to work or study for more than three days must be reported to the <u>Student Service Center</u> .
Admission to examinations	If you have any questions about admission to an examination, the examination board in the secretariat of your respective <u>study program</u> will be happy to help you.
Admission to the internship phase	If you have any questions or need help with the application for the internship phase, please contact the secretariat of the examination board in your faculty.

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What?	Where?
BAföG	If you have any questions about <u>BAföG</u> , the <u>Studierendenwerk Darmstadt</u> will be happy to help you.
BAföG form 5	The BAföG representative in your faculty will be happy to help you fill out form 5 of the BAföG application. Please use the <u>person search</u> or contact your <u>faculty</u> for more information.
CampusCard	The Student Service Center will be happy to help you with any questions about your <u>Campuscard</u> .



Central Student Advisory Service	If you need support with your studies, please contact the Central Advisory Service (SSC).
Certificate of enrollment	You can obtain your certificate of enrollment at my.h-da (tab "Student Services - "Notifications"). If you have any questions or problems, please contact the Student Service Center .
Change of address	You can change your address via the university portal my.h-da under the tab "Student Service - Contact Details". If the change is not possible due to a block or if you have problems, please contact the Student Service Center .
Child benefit certificate	The Central Examination Office will help you with questions about your child benefit certificate.
Clearance certificate	Do you need a clearance certificate? You can obtain one from the Central Examination Office .
Compensation for disadvantages (Disability, care, etc.)	All information on applying for compensation for disadvantages during your studies can be found on the Studying with a disability page or during a consultation with the Student Service Center .
Declaration of withdrawal in the event of prevention	Outside the deadlines for exam registration and deregistration, please contact your Faculty .
De-registration	The Student Service Center will be happy to help you with your de-registration .
Duplicate certificate	Have you lost your certificate or can no longer find it? You can obtain a duplicate of your certificate from the Central Examination Office .
Examination law	Do you have questions about current examination law? Please contact the Central Examination Office .
Final documents	If you have any questions about your final documents or how to collect your certificates, please contact the Central Examination Office .
General exam questions	If you have any general questions about examinations, please contact the Examinations Office of your Faculty directly.
Immigration office	You can apply for certificates for submission to the Immigration Office, which must be completed by Darmstadt University of Applied Sciences, by sending an email to international@h-da.de . Please note that processing can take up to two weeks.
Internship	If you have any questions about study-related (compulsory) internships, please contact the secretary's office of your Faculty .
KfW credit	If you need help filling out the certificate for a KfW loan, please contact the secretary's office of your Faculty .



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Legalization	If you have any questions about your legalization, our Central Examination Office will be happy to help you.
Medical certificates	Please hand in medical certificates to the secretary's office of your Faculty . Please find out in advance whether your faculty provides a sick note form.
Name change	If your name is incorrect or has changed, e.g. due to marriage, you can request the change directly via my.h-da . You can also upload the relevant proof there.
Nationwide semester ticket	The ticket is issued in digital form. All information about the nationwide semester ticket can be found on the h_da AStA website .
Opposition proceedings	If you have any questions about the objection procedure, please contact the Central Examination Office .
Orphan's pension (half-orphan's pension)	If you have any questions about the (half) orphan's pension, please contact the Central Examination Office .
Overview of services	Do you need a transcript of records? Then please contact the Central Examination Office .
Pension certificates (except orphan's pension)	If you have any questions about the pension certificate (except orphan's pension), please contact the Student Service Center.
Provisional certificate of the overall grade	Do you need a provisional certificate of the overall grade? Then please contact your respective Faculty .
Recognition of certificates of achievement	If you would like to have your achievements recognized, please contact the Examination Board or the Secretary's office of your respective study program. Further information .
Registration and deregistration of examinations	You can register for examinations via my.h-da . You are responsible for registering and deregistering for examinations within certain time periods.
Semester contribution/re-registration	Do you have questions about the semester contribution or re-registration in general ? The Student Service Center will be happy to help you.
Scholarships/study funding	If you have any questions about financing your studies, please contact the Student Advisory Service .
Start-up	Do you have an idea with start-up potential? You can find all contacts on the subject of start-ups and self-employment directly at h-da.de/gruendung (the website is German but the contact persons also speak English).



Student advisory service	If you have specific questions about a study program (e.g. timetable, module structure), please contact the <u>student advisory service</u> for your study program.
Study abroad/semester abroad	If you are interested and have questions about studying abroad during your studies, please contact the <u>International Office</u> .
Study progress certificate	You can obtain a certificate of study progress via <u>my.h-da</u> . If you require a signature, please contact your <u>secretary's office</u> .
Studying and student life	You can find general tips on studying at h_da and leisure activities in Darmstadt in the digital <u>study guide</u> or by talking to our <u>student advisors</u> .
Submission of written (final) papers	To submit written (final) papers, please contact the <u>Faculty</u> responsible for you
Translation of final documents	If you need help translating final documents, the Central Examination Office will be happy to help you. The <u>Central Examination Office</u> will be happy to help you.