



Information on Re-registration for the Summer Semester 2012

Please re-register on the website <https://hisportal.europa-uni.de/>.

You can also find the site via the European University homepage: <http://www.europa-uni.de/>

→ Study → Online functions for students → Access to the HISPORTAL

For this you will need the access data of your university email account.

You can pay the semester fee either by direct debit or by bank transfer. Please enter the details of the account from which we can debit the fee on the page referred to.

After you have re-registered, please update the validity period on your card at one of our validation stations; there is one in the waiting area of the Admissions and Examination Office (Immatrikulations- und Prüfungsamt) in the Audi Max building and another in the Gräfin Dönhoff Building (ground floor, left, below the screen).

Re-registration period:	09 January 2012 – 09 February 2012	
Period of grace:	until 30 March 2012 (plus € 15.00 late-payment fee)	
Semester fee:	Standard	€ 212.40
	without re-registration fee	€ 161.40
	(after 09 February 2012: plus € 15.00 late-payment fee)	

Ways of paying the Semester Fee

1. Payment by direct debit

Please go to our website <https://hisportal.euv-frankfurt-o.de/>, click on "Pay & re-register" and enter your account details. Please make sure there is enough money on your account to cover the payment, as your re-registration will otherwise be cancelled and late-payment fees will be payable.

2. Paying by bank transfer

For a transitional period, you can also transfer the Semester Fee as usual to the European University's bank account. Here are the account details:

Recipient:	Europa-Universität Viadrina Frankfurt (Oder)
Account number	360 036 5591
Bank code number:	170 550 50
Name of bank:	Sparkasse Oder-Spree
Reason for payment: ("Verwendungszweck")	please enter only your university registration number (Matrikelnummer) here.

For international transfers:

IBAN: DE27 1705 5050 3600 365591
SWIFT-BIC: WELADED1LOS

We will re-register you automatically as soon as the Semester Fee has been credited to our account.

We can only accept payments to this account.

The following are exempted from paying the Semesterticket:

- students on further-education courses
- severely disabled people who are entitled to advancement according to the Disabled Persons Act and are in possession of a certificate (Beiblatt) with the appropriate token stamps

The following are exempted from the re-registration fee:

- students who are on leave from their courses
- foreign guest students studying at Viadrina as part of an exchange programme,
- foreign students who receive a scholarship that is wholly or partially funded by the federal government or a state government.

Deadlines for the summer semester 2012:

Semester dates	01.04.2012 – 30.09.2012
Lectures	02.04.2012 – 13.07.2012
Leave for the summer semester 2012:	09.01.2012 – 30.03.2012
Change of course in time for SS 2012	
within a faculty	09.01.2012 – 10.02.2012
between faculties	01.12.2011 – 15.01.2012

(Information is available from the International Office)

Individual fees due

Re-registration fee:	€ 51.00
Semester fee:	€ 61.70
Semesterticket (public transport):	€ 99.70
Late-payment fee for late re-registration:	€ 15.00

The Admissions Office (Immatrikulationsamt)