

.....  
matriculation number

.....  
surname, first name

.....  
street, house number

.....  
zip code, city

.....  
e-mail address

Fachhochschule Eberswalde  
Abt. Studentische Angelegenheiten  
Friedrich-Ebert-Str. 28  
16225 Eberswalde

**Application for a new Eberswalde Greencard**

**I lost my Eberswalde Greencard or it has been stolen.**  
Fees for a new Eberswalde Greencard amount to 5.11 Euro (Fee schedule of Fachhochschule Eberswalde, §4, para. 2)

**My Eberswalde Greencard is not working.**  
 **Due to my own mistake:**  
Fees for a new Eberswalde Greencard amount to 5.11 Euro (Fee schedule of Fachhochschule Eberswalde, §4, para. 2)

**Due to other circumstances:**  
Technical problem, no damage can be seen. No fees for the new Eberswalde Greencard!

The Eberswalde Greencard which is not working must be given to the Office for Students Affairs with this application form.

**I did not receive an Eberswalde Greencard by mail.**  
If you did not receive an Eberswalde Greencard although the Office for Students Affairs sent you one, fees must be paid for the new Eberswalde Greencard amounting to 5.11 Euro (Fee schedule of Fachhochschule Eberswalde, § 4, para. 2 and Matriculation Regulation of Fachhochschule Eberswalde of 14/05/2008, § 2, para. 6)

**My name changed after marriage or due to other reasons.**  
No fees for the new Eberswalde Greencard! The Eberswalde Greencard which is no longer valid and a proof of the modification of the name must be given to the Office for Students Affairs together with this application form.

As soon as we receive the application for a new Eberswalde Greencard the old card which has been lost, stolen or is missing will be blocked. The old card is no longer valid and cannot be used any longer.

I declare in lieu of an oath that all data is given truthfully.

.....  
place, date

.....  
signature of applicant

For the new card we need an official photo bearing identification like identity card or passport. Please make sure that the copy is readable in case that you send the application and the copy by mail.

Further information on the costs for the new Eberswalde Greencard is given on the following page.

## Information on the costs for the new Eberswalde Greencard

You can pay the costs for the new Eberswalde Greencard either cash at the cash point of the university or by bank transfer. Please keep in mind that it usually takes 5 working days for the bank to transfer the money.

### Bank transfer

Account holder: Landeshauptkasse  
Bank: WestLB Düsseldorf  
Account number: 7 110 402 919  
Bank Code: 300 500 00

Amount: 5.11 Euro

Purpose first line: 1006600001906-EGZAS*matriculation number*  
Purpose second line: surname, first name

Please leave no gap between EGZAS and your matriculation number. Write the matriculation number without any gaps.

If you transfer money from abroad:

BIC / Swift: WELADEDXXX  
IBAN: DE21 3005 0000 7110 4029 19

Please write the purpose exactly (figures, letters, dash). Because the processing of the money received is done electronically, only correct data can be used for finding your name. You will be charged with the costs caused by non-correct data.

### Payment cash at the cash point

City campus, building 6 - President, Administration (yellow building), room 304, Ms. Mallé

Opening hours of the cash point

Tuesdays 10:00 a.m. till 12:00 p.m. noon  
Thursdays 10:00 a.m. till 12:00 p.m. noon