

Please return the filled out application form and Laufzettel to the examination office.  
HCU Studierendenverwaltung | Prüfungsamt Überseeallee 16 20457 Hamburg

## Certificate - application form

Student ID:

Study programme:

Surname:

First name:

Date and place of birth:

Addition to address:

c/o (e.g.: c/o Müller; Studierendenwohnheim Zi. 123)

Street:

Post code, City,  
Country):

Phone / Mobile:

Please fill out for possible questions!

Email:

Please fill out for possible questions!

### Attachments:

- Proof of achievements (if not yet documented in ahoi)
- Laufzettel für Absolventen

### Service of documents:

- Personal receipt at the Infothek **READ**  
You will receive a separate notification via email as soon as your documents can be picked up at the Infothek
- Postal mailing by registered mail/advice of delivery

### Information on your last date of examination for appearance on your certificate:

Module / Course title:

Date of last examination:

Type of examination:

Examiner:

Important note: For issuing the certificate, the examinations office needs the information on your last date of examination by which you complete your studies. The last examination does not necessarily has to be the thesis.

**Attention:** Please check in advance in your academic record in your ahoi-account if your study results are complete and correct. If your academic record is not complete or if you completed additional study achievements, please use the remarks field below:

**With my signature, I hereby confirm the accuracy of the information I have provided above.**

Place, date

Signature