



Important information

(May, 2014)

<p>→ CampusCard: serves as student ID, as plastic money in the student canteen, and as ticket for local transport together with the KVV certificate (Karlsruher Verkehrsverbund = local transport authority)</p>
<p>→ HsKA email account (starter kit is issued by the respective secretary of the study program during the first week of lectures): Must be <u>checked regularly</u>, <u>official notifications</u> of HsKA are sent <u>only</u> to the students' HsKA email accounts!</p>
<p>→ Re-enrolment (Rückmeldung): To continue studies in the following semester, you must get re-enrolled at the end of each previous semester. This is possible only by using online direct debit authorization (via "Online-Services"/"Online-Service 2"). Important: Observe the schedule as given in the Academic Calendar, in case of delay you will be charged an administrative fee.</p>
<p>→ After re-enrolment: Print out and keep safely the necessary confirmations, transcripts etc. in sufficient copies (cf. "Online-Services"/"Online-Service 2"). Note that it is NOT possible to print out retroactive confirmations.</p>
<p>→ "Online-Services" and "Online-Service 2" (via the homepage www.hs-karlsruhe.de): These portals offer several administrative self-service functions, which are explained on the website itself. Note: in case of <u>change of address</u> please submit the <u>new address</u> as quickly as possible <u>yourself</u>.</p>
<p>→ Applications, forms, Curriculum and Examination Regulations (SPO), regulations and other are available at our homepage www.hs-karlsruhe.de via "Downloads".</p>