

99061011261001, 99061011261001

Submit name and address changes to the university

Heruntergeladen am 06.07.2025

<https://fimportal.de/xzufi-services/397311887/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99061011261001, 99061011261001
Leistungsbezeichnung I	Submit name and address changes to the university
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Sachsen-Anhalt
Freigabestatus Katalog	vorgesehen zum Löschen
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Hochschulangelegenheiten (061)
Verrichtungskennung	Entgegennahme (261)
SDG-Informationsbereich	
Lagen Portalverbund	Studium (1030300)
Einheitlicher Ansprechpartner	Nein

Modul	Sachverhalt
Fachlich freigegeben am	29.09.2022
Fachlich freigegeben durch	Ministry of Science, Energy, Climate Protection and Environment Saxony-Anhalt
Handlungsgrundlage	
Teaser	Are you enrolled at a university and your name or address has changed? Here you can find out how to communicate this to your university.
Volltext	If your name or address has changed, you should inform your university immediately. The exact process varies depending on the university. You can either do this yourself online in the campus management system of your university or inform the responsible office by e-mail. It is best to inform yourself directly on the pages of your university.
Erforderliche Unterlagen	• Completed modification form
Voraussetzungen	• You are a registered student or a student enrolled at a university • Your name or address has changed
Kosten	None.
Verfahrensablauf	Depending on the type of change, a different process usually has to be observed. General procedure for name changes: 1. Download and fill out the application 2. Attach proof (e.g. copy of the changed identity card) 3. Send your application by e-mail or post to the responsible office General procedure for changes of address: 1. If campus management system is available: Open your university's campus management system 2. Enter the new address (usually under "Personal information" or similar)

Modul	Sachverhalt
	3. If no campus management system is in place: Same procedure as for name changes It is best to inform yourself directly on the pages of your university about the specific procedure.
Bearbeitungsdauer	Varies from university to university.
Frist	None.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	
Ansprechpunkt	Contact your university.
Zuständige Stelle	
Formulare	Available for download depending on the university. Forms/online services available: yes Written form required: no Informal application possible: no Personal appearance required: in case of name changes, if necessary, for presentation of the identity card
Ursprungsportal	Submit name and address changes to the university, Namens- und Adressänderungen bei der Hochschule einreichen