

99061011261000, 99061011261000

Report change of personal data to the university

Heruntergeladen am 06.07.2025

<https://fimportal.de/xzufi-services/217551764/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99061011261000, 99061011261000
Leistungsbezeichnung I	Report change of personal data to the university
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Thüringen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Hochschulangelegenheiten (061)
Verrichtungskennung	Entgegennahme (261)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Studium (1030300)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	24.08.2023
Fachlich freigegeben durch	Thuringian Ministry for Economy, Science and Digital Society
Handlungsgrundlage	
Teaser	If your personal data have changed, you must notify your university so that certificates and graduation documents can be issued and delivered correctly.
Volltext	For example, if you move, change your citizenship, gender, or name, you must notify your university of the change in your personal information. inform your university. If you change your personal data, you can also get new documents issued after you have finished your studies. You must request these separately.
Erforderliche Unterlagen	• Informal notification • If applicable, proof of name change or gender reassignment by the relevant official document, for example, copy of marriage certificate, declaration of name change • Copy of passport or naturalization documents • Indication of the new address or contact details • If necessary, translation of the official document • In the case of self-selected changes (first name / gender), accompanying proof (for example, copy or presentation of dgti ID card)
Voraussetzungen	Change of your personal data (for example name, gender, citizenship, address, other contact data)
Kosten	No fees are charged for a notification of change or its registration. charged.
Verfahrensablauf	• Notify your university of the change in data. • The data will be changed in the university administration systems after the necessary documents have been checked. • Future documents will be issued or provided to you

Modul	Sachverhalt
	based on the new personal data.
Bearbeitungsdauer	There is no uniform processing deadline.
Frist	You must immediately report the changes to the student administration.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	• Notification of change Receipt of change of name and address at the university. • Notification of change of address, citizenship, name, first name, or gender at your institution of higher education. • Required Documents: Informal notification If applicable, proof of name change or gender affiliation by the appropriate official document, for example, copy of marriage certificate, declaration of name change Copy of passport or naturalization documents Indication of the new address or contact details If necessary, translation of the official document In the case of self-selected changes (first name / gender), accompanying proof (for example, copy or presentation of dgti ID card) • free of charge • Notification must be made immediately • responsible: respective university
Ansprechpunkt	Please contact the respective university.
Zuständige Stelle	
Formulare	
Ursprungsportal	Report change of personal data to the university, Änderung der persönlichen Daten bei der Hochschule melden