

## Guidelines for the online re-registration

1. Log in to the CampuPoRTal: <https://hisinone.reutlingen-university.de/> and go to **My Studies->Student Service** on the button **Re-registration**

Home My Studies Sie befinden sich im Modus: Customizing / De

DataDictionary bearbeiten  Erweiterte Informationen anzeigen

You are here: Home > My Studies > Student Service

### Student Service

**→ Reregistration for Summer Semester 2024**

Reregistered for Winter Semester 2023/24

Personal data: Heinz MustermannDrei >

My courses of study | Documents and pictures | Contact data | Bills and payments | Mandates | Requested Reports / Reports

2. Click on **Pay semester fee**

Reregistration ×

1 Overview  
Step 1 from 7

2 3 4 5 6 7

Reregistration for Summer Semester 2024

✓ You can continue studying all courses.

✎ Preconditions

📄 Pay semester fee

**▶ Pay semester fee**

3. Select the invoice

Reregistration ×

✓ 2 Select invoices  
Step 2 from 7

3 4 5 6 7

Selection	Period	Due date	Unpaid	Actions
<input checked="" type="checkbox"/>	Summer Semester 2024	02/09/2024	167.30 €	

Back **▶ Save and continue**



#### 4. Select the payment method

Reregistration ✕

✓

✓

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**Select payment method**  
Step 3 from 7

**Payment methods** ℹ

Direct debit

Back▶ Save and continue

#### 5. Enter your IBAN and your location. Continue by clicking on **Create mandate**

Reregistration ✕

✓

✓

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**Give a mandate**  
Step 4 from 7

ℹ **Direct Debit Mandate authorization**  
So it is now necessary to give your higher education institute the permission to debit your bank account. This is called a mandate. Your higher education institute uses so called one-off-mandates. With this mandate you give the permission exactly for one direct debit order. The mandate invalidates after your direct debit order has been processed. Enter at first your IBAN of your bank account used for this mandate and all future debit orders.

* IBAN	DE99 1000 0000 2525 2525 25
Swiftcode / BIC	MARKDEF1100
Bank name	Bundesbank
Postcode	10591
Bank city	10591 Berlin
Bank country	Germany
* Place of signature	Reutlingen <span style="float: right;">ℹ</span>
Date	12/15/2023

▶ Create mandate

For a direct debit to be executed, you need an account in the Single Euro Payments Area (SEPA).



### 6. Confirm the pre-notification about the debit of your account

Reregistration ✕

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**Confirm pre-notification**  
Step 5 from 7

i An amount of 167.3 € will be withdrawn at 12/29/2023 with the SEPA direct debit with mandate reference STUX6830000033333523121502 to the creditor identification number DE20PU100000031231.

Yes, I have read and accepted the pre-notification of a forthcoming debit of my bank account.

Back▶ Save and continue

### 7. You will receive the confirmation of the debit mandate and can now re-register by clicking on the button **Now re-register**

Reregistration ✕

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**Reregistration**  
Step 6 from 7

Reregistration for Summer Semester 2024

✓

You have successfully issued your direct debit.

▶ Now re-register

### 8. The re-registration will be confirmed.

Reregistration ✕

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**Done**  
Step 7 from 7

✓ **Success:** ✕

- Your reregistration for Summer Semester 2024 was successful.

Close [ESC]

✓

Your reregistration has been successfully completed!

For further questions please contact the StudienServiceCenter:

[info@reutlingen-university.de](mailto:info@reutlingen-university.de)