



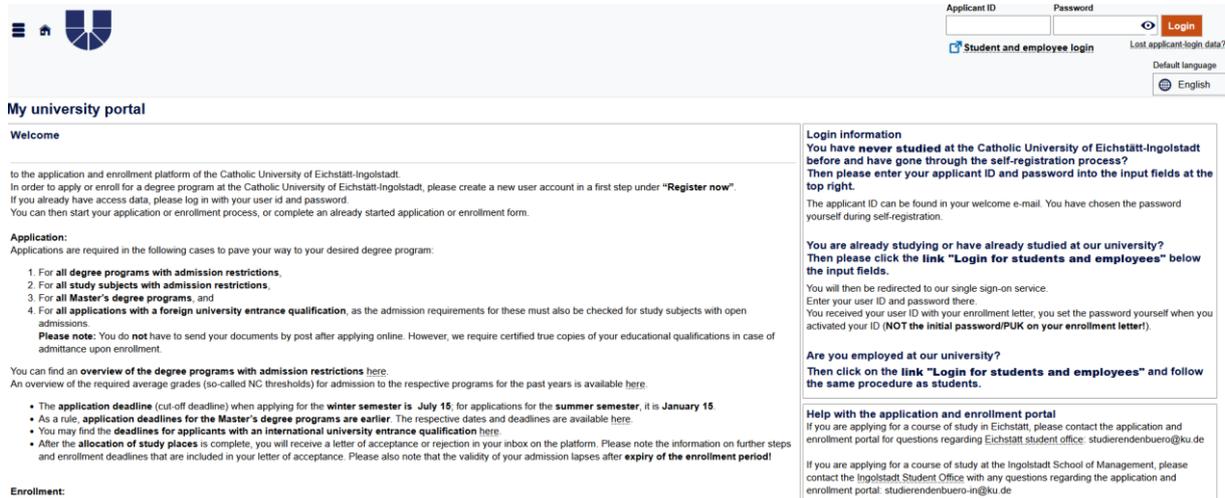
studien-service.ku.de

Guide to accessing your certificates and other functions

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1. Accessing studienservice.ku.de and login

Go to the website studienservice.ku.de:



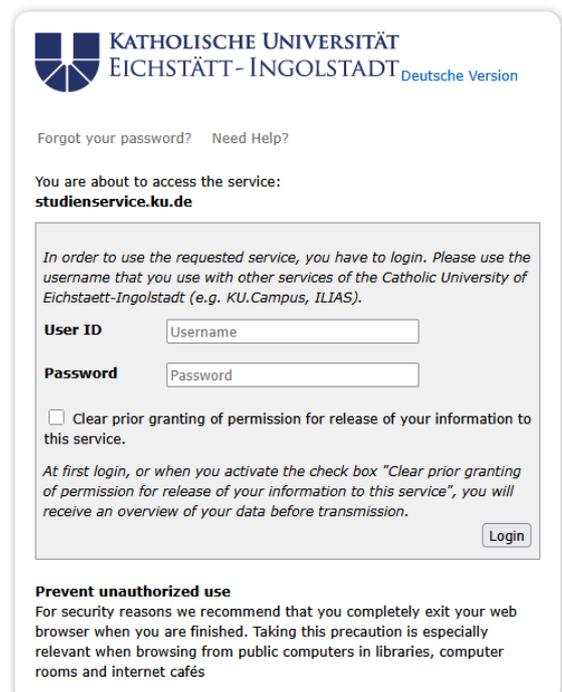
The screenshot shows the top navigation bar with the university logo and a hamburger menu. Below it is the 'My university portal' header. The main content area is divided into two columns. The left column contains a 'Welcome' message and detailed information about the application and enrollment process, including application requirements and deadlines. The right column contains 'Login information' and 'Help with the application and enrollment portal' sections. A red arrow points from the text below to the 'Student and employee login' link in the login area.

On the right side of your screen, you will find the login button for students and employees:




This close-up shows the login form with fields for 'Applicant ID' and 'Password', a 'Login' button, and a link for 'Student and employee login'. There are also links for 'Lost applicant-login data?' and 'Default language' (English).

After you have clicked on login for students and employees, you can log into the system on this interface using your User ID and password:



The screenshot shows the login interface for 'studienservice.ku.de'. It includes the university logo and 'Deutsche Version' text. There are links for 'Forgot your password?' and 'Need Help?'. The main content area contains a message: 'In order to use the requested service, you have to login. Please use the username that you use with other services of the Catholic University of Eichstaett-Ingolstadt (e.g. KU.Campus, ILIAS)'. Below this are fields for 'User ID' (Username) and 'Password'. There is a checkbox for 'Clear prior granting of permission for release of your information to this service.' and a 'Login' button. At the bottom, there is a section titled 'Prevent unauthorized use' with a security warning.

2. Using the study service Quicklinks

After logging in to the system, use the red button **Student Service**:

My university portal

Quicklinks ▾

Student Service Reregistration, certifications, personal data, payments, requests	Application
to KU.Campus Register for examinations and courses, Module plan	to ILIAS eLearning platform
to Card.ku.de Blocking and unblocking the KU.Card after loss, uploading the ID card image	KU.de Homepage of KU

which will open the tabs:

My courses of study, Contact data, Payments and Reports/certificates.

3. Overview of tabs and online applications

In the My courses of study tab, you can see your current degree programs in the semester you have re-registered for. You can submit an application for leave of absence or an application for disenrollment directly online here.

Student Service

Reregistered for Sommersemester 2025

Personal data: Test Studbüro ▶

[My courses of study](#)
[Contact data](#)
[Payments](#)
[Reports / certificates](#)

Courses of study

Magister - First degree

Subject	Study semester	Subject indicator
Katholische Theologie/Religionslehre	3.0	Major subject

[→ Leave of absence](#)
[→ Disenrollment](#)



3.1 Change of personal data

If you want to change your personal data (nationality or last name) expand the view to submit an online application:

Student Service

Personal data: Test Studbüro

Registration number	11026743
Studentstatus	full time student
Date of birth	01/01/1999
Place of birth	Eichstätt
Nationality	Germany

→ Change personal data

3.2 Change of contact data

In the contact data tab, you have an overview of your submitted e-mail address, phone number and address. Click on the pencil icon to change your details.

Student Service

Reregistered for Sommersemester 2025

Personal data: Test Studbüro

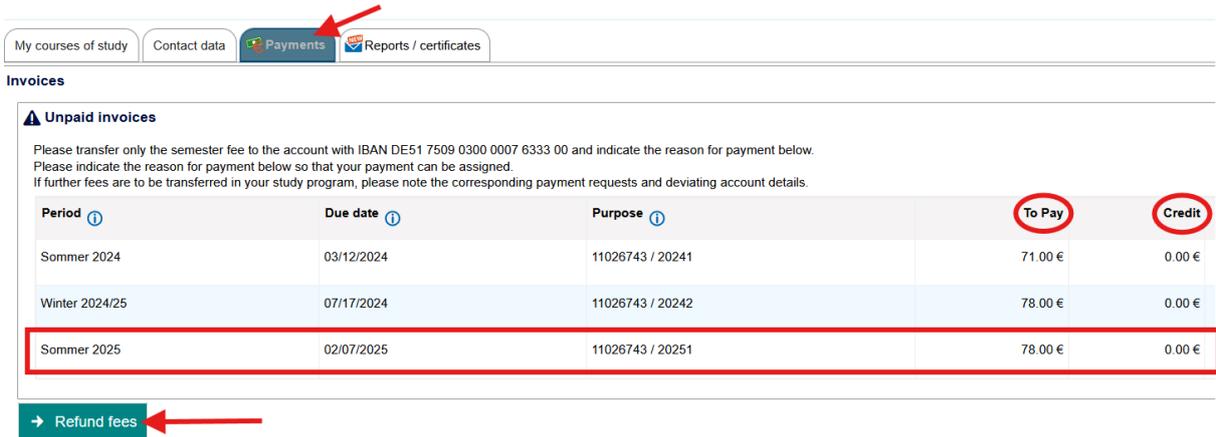
My courses of study | **Contact data** | Payments | Reports / certificates

Contact data

Computer Center E-mail test.studbuero@stud.ku.de (Rechenzentrum)	Studium Postal address Teststr. 1 85072 Eichstätt Germany (Home) E-mail studierendenbuero@ku.de test.studbuero@stud.ku.de (Rechenzentrum) Phone number No phone number Hyperlink No hyperlink Messenger No messenger
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3.3 Invoices and payments

In the Payments tab, you can view both the amount of the semester fees (to pay) and the status of your payment (credit). You can submit an online application for a refund of fees (e.g. positive credit balances) here.



My courses of study | Contact data | **Payments** | Reports / certificates

Invoices

Unpaid invoices

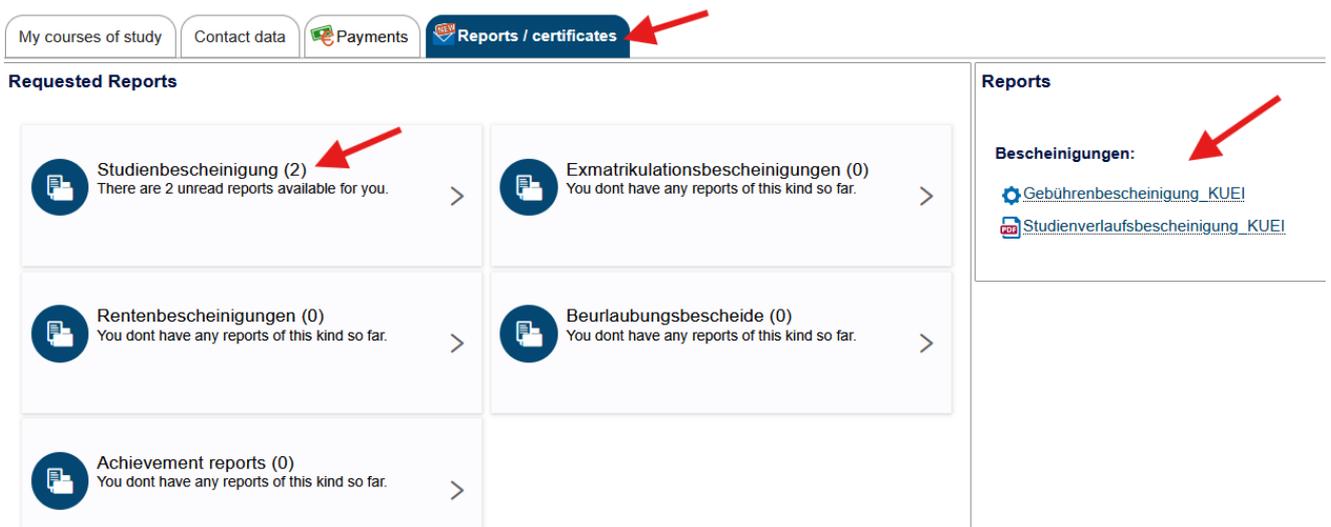
Please transfer only the semester fee to the account with IBAN DE51 7509 0300 0007 6333 00 and indicate the reason for payment below.
Please indicate the reason for payment below so that your payment can be assigned.
If further fees are to be transferred in your study program, please note the corresponding payment requests and deviating account details.

Period	Due date	Purpose	To Pay	Credit
Sommer 2024	03/12/2024	11026743 / 20241	71.00 €	0.00 €
Winter 2024/25	07/17/2024	11026743 / 20242	78.00 €	0.00 €
Sommer 2025	02/07/2025	11026743 / 20251	78.00 €	0.00 €

→ Refund fees

3.4 Reports and certificates

You can view your certificates (certificate of enrollment, fee certificate) in the Reports/ Certificates tab:



My courses of study | Contact data | Payments | **Reports / certificates**

Requested Reports

- Studienbescheinigung (2)
 There are 2 unread reports available for you. >
- Exmatrikulationsbescheinigungen (0)
 You dont have any reports of this kind so far. >
- Rentenbescheinigungen (0)
 You dont have any reports of this kind so far. >
- Beurlaubungsbescheide (0)
 You dont have any reports of this kind so far. >
- Achievement reports (0)
 You dont have any reports of this kind so far. >

Reports

Bescheinigungen:

- Gebührenbescheinigung_KUEI
- Studienverlaufsbescheinigung_KUEI