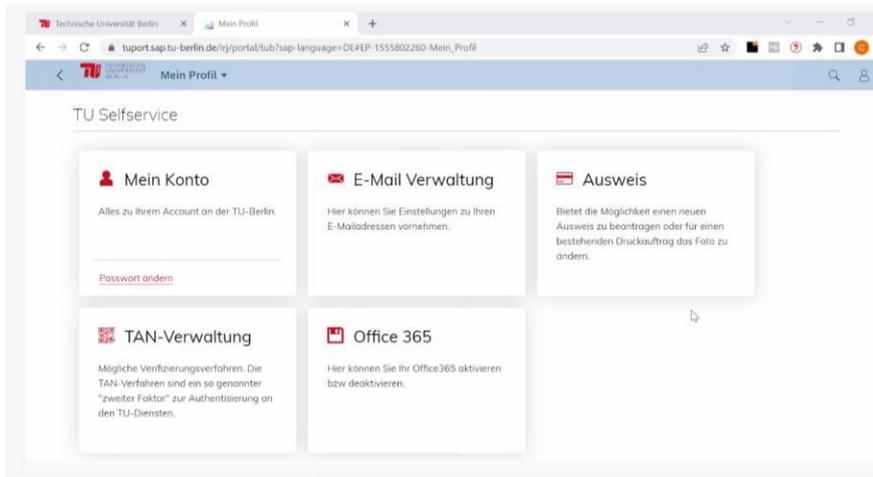
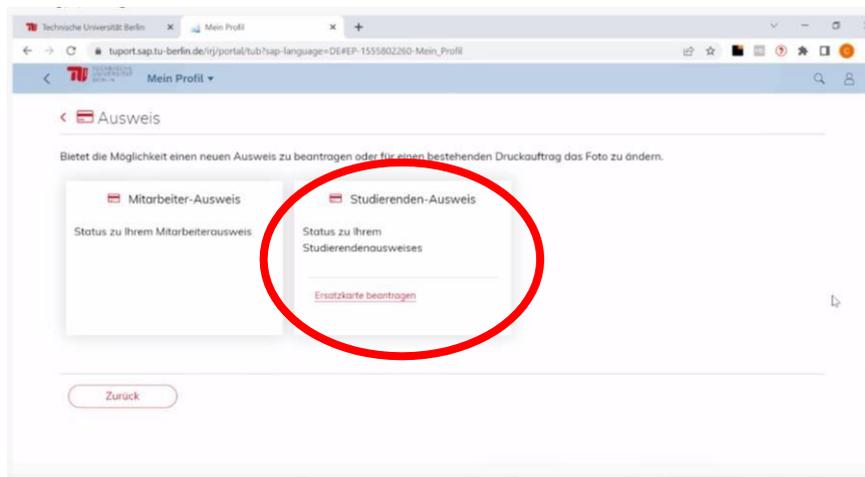


## Instructions for applying for a replacement student ID

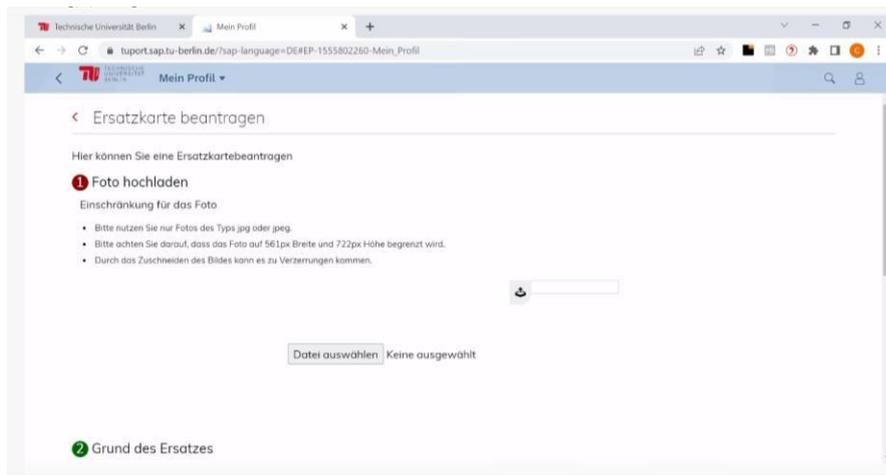
If you have received an email informing you that your Semesterticket will expire in three months, you are eligible to apply for a replacement ID. Please log in to tuPORT. Choose the app "My profile" under "My data." You will then see the following:



Choose "Ausweis."

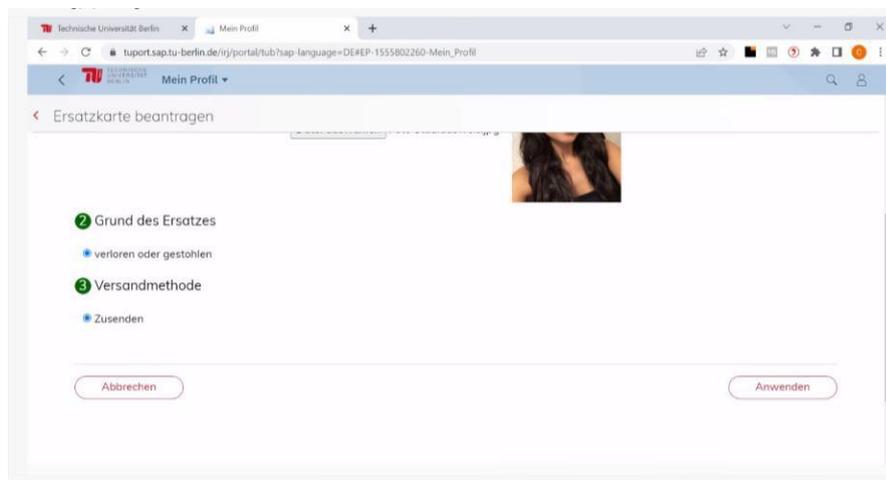


As a student, you can only see the app circled in red. Please select "Ersatzkarte beantragen" to apply.



On the next page you can upload your photo for your replacement student ID. The photo should have a neutral background. Please use a photo that is also suitable for a national ID card. If you do not have a recent photo, you can also use a selfie taken with your smartphone. Please make sure that your face is not covered by objects or similar.

Furthermore, please note that your ID must be clearly assigned to you. If not, you may be fined 60 euros for traveling without a valid ticket and be required to pay an additional 16-euro administrative fee for creating a new student ID.



Please apply for the replacement student ID as described in these instructions (even though the reasons stated – lost or stolen card – do not apply).

If you have uploaded your photo, select “Anwenden.”



If your application has been successfully completed, you will see the above pop-up window. Click “OK” to go to the main page.



If you select the app “Studierenden-Ausweis” again, you will be able to view the status of your replacement student ID. Under “Ausweis” you can see your expired student ID and under “Druck-Status” you can see the status of your replacement student ID.

We will send your replacement student ID by post. Please note: Enter any changes to your address in tuPORT to ensure you receive your replacement student ID as fast as possible.