

Application for exemption to contribute to the Semesterticket and for the refund of charges to the Semesterticket

This application was developed on the basis of §2 of the semester ticket statute. State: September 2026

Semester of application: ☐ winter term 20 __/__ Enrollment number: _____
☐ summer term

Personal details

Last name*		First name*	
c/o	Street*, house number.*		Post code*, city*
Telephone number*		E-Mail*	
Date of birth*		Course of studies	

Mandatory fields are marked with *

Bankaccount

Since October 2025, the name and IBAN have been checked for correctness when making bank transfers. By signing, you confirm that the name you have provided belongs to the IBAN you have stated.

IBAN*	BIC*
Name of account holder (If other than your name)	

Mandatory fields are marked with *

Reason of application after § 2, No. 2 and 3 of the Semesterticket statute

Information about documents needed in addition on page 2

☐	In the semester of application, I will be outside the Semester ticket validity area for at least three months to continue my studies . The reason is the following: _____	(1)
☐	Multiple enrollment: I am enrolled at another university within the area of validity of the semester ticket and use the ticket of the other university.	(2)
☐	Late enrolment: I have been enrolled more than one month after the semester started. Date of enrolment: _____	(3)
☐	Delayed Leave of absence: I was granted retroactive leave of absence in the current semester	(4)
☐	I am demonstrably so seriously ill in the current semester that I would have been entitled to a leave of absence.	(5)
☐	I can't use public transport due to chronic illness or disability.	(6)

Hereby, according to the ordinance of Semester ticket pursuant §18a IV BerlHG, I apply for exemption from obligation to contribute to the Semester ticket and for the payback of charged for the Semester ticket. I assure that I have filled in this document and added the additional documents truthfully.

I know that if my ticket gets devaluated I will not have permission to use public transport due to the Deutschland -Semester ticketcontract.

Date	Signature
To be filled by Semesterticketbüro staff only:	
Comments:	Arrival timestamp:

Needed documents for each reason

Always submit: payment receipt of the respective semester

Studies outside validity area of ticket (1) • Proof of studies outside the validity area with starting and ending date, e.g. document from university or ERASMUS-office, copy of contract for internship etc. • payment receipt of the respective semester
Enrolment at another university within ticket validity area (2) • FU Berlin certificate of study • <i>Copy of the ticket of the other university in the Deutschlandticket-area, or for the TU Berlin: Proof of payment of the semester ticket fee at the TU Berlin</i> • payment receipt of the respective semester
Late enrolment (3) • FU Berlin certificate of study with date of enrollment • payment receipt of the respective semester
Delayed Leave of absence: (4) • <i>FU Berlin certificate with the note "on leave of absence"</i> • payment receipt of the respective semester
Illness, that entitles Leave of Absence (5) • medical certificate confirming inability to study for the majority of the semester • payment receipt of the respective semester
Illness or disability (6) • Medical certificate stating that public transport cannot be used OR copy of the supplementary sheet to the disabled person's pass • payment receipt of the respective semester

Notes on application

The signed application must be sent by e-mail (PDF) or by post to the semester ticket office. The application must be submitted in full, i.e. together with all proof, within the deadlines stated on the website.

The amount for past and partially past months cannot be paid back. In this case the sum will be paid back partially.

Contact

For further information the semesterticket office is at your service. Current opening hours can be found on our website.

Postal address: Semesterticketbüro des AStA FU Berlin
Thielallee 36
14195 Berlin

Tel.: 030 83909140 (only while our opening hours!)

E-Mail: semstixbuero@astafu.de

Website: www.astafu.de/semesterticket