Process for preparing the degree documents

Student submits Study office Online application for preparation of the degree documents via horstl

Study Office checks the newly received requests and contacts students if anything needs to be clarified

If services are missing, no final documents can be created until allassessments/services are available

If all services including signal tests are available,
the study office prepares the degree documents (within four weeks)

De-registration takes place in horstl automatically at the end of the semester with the reason "Termination of studies after examination". The certificate is available in horstl for download.

The original documents are signed by the dean of the respective faculty and the president

Notification of completion of the final documents will be sent to the student email address

Depending on the student's instructions, the degree documents can be collected in person from the Student Administration Office, or an authorized person to collect the documents or the documents are sent by post.