

## Re-registration

Dear student

If you wish to continue studying during the coming semester, you will need to re-register. Your re-registration will become effective after the payment of your semester fee has been received by the Hochschule Niederrhein bank account.

### Timeline re-registration

Summer semesters **01.01. - 08.02.**

Winter semesters **01.07. - 08.08.**

Should you have missed this deadline, you will be able to re-register 20 days after the deadline by paying the semester fee as well as an additional fee.

To re-register please visit our online portal: [HN-Online portal](#)

1. Log in with your user name and password
2. Click on **“My Studies”** (on top on the left hand side next to **“Home”**) – **“Student Service”**
3. Under **“Bills and payments”** you will get an overview of the semester fee amount, any possible bans on re-registration, the Hochschule Niederrhein bank account information (IBAN/SWIFT), as well as the reference number or intended purpose for the money transfer.

With the information provided, you can transfer your student fee amount to the Hochschule Niederrhein bank account.

Once the payment has been received, your re-registration will be completed.

If you are banned from re-registration, please contact the Student Office.

[Contact information student office](#)

You can review your payment status using the online portal. Please note that this process can take up to one week. Therefore, we ask that you please refrain from making telephone enquiries about your payment during this time.

Tip - Under the next header **“Requested Reports/Reports”** you will find different documents which you can print out (in German only). These are valid for all official purposes.

Amongst others, you will be able to print out your **enrolment confirmation - *Immatrikulationsbescheinigung*** - as well as your **student ID card - *Leporello***.

It is also possible to change your address in the online portal.

Kind regards,  
Student Office

Hochschule Niederrhein