

Explanations for the application for a grant to the semester ticket ASH/TU/UdK



Students can apply for a grant for the semester ticket if they can prove that, at the time of payment, they are experiencing serious financial hardship. Their monthly income must not be higher than their basic living expenses, and they must not have any significant assets.

The amount of the subsidy depends not only on each individual case but also on how many students apply and how much funding is available. The more students receive support, the smaller the amount each person gets.

When deciding how the money is divided, factors such as the ratio between income and expenses, the length of the hardship, and the applicant's financial obligations are taken into account.

Lines 3-6	You should provide your actual place of residence, where the decision letter should be sent. Including a phone number and email address helps the semester ticket office contact you in case of questions or missing information. This information will not be shared with TUB or UdK Berlin.
Lines 8-9	The semester ticket fee will not be directly offset against the subsidy. The subsidy will always be paid out to the applicant. Cash payments are not possible. Please indicate the bank account to which the money should be transferred if your application is approved. In all cases, you must state who the account holder is. Only private individuals (not institutions, associations, etc.) can receive the payment.
Lines 10-22	At least one of the hardships must apply. Several hardships are possible.
Line 10	To prove this hardship, we will ask for the confirmation from the examination board regarding the registration (or extension) of the thesis. The day of registration has to be before the re-registration deadline.
Line 11	To prove this hardship, a copy of the internship contract must be submitted. The contract must clearly show the scope of work, the payment, and the start and end dates. The first day of work must be before the re-registration deadline or the date of enrollment, and the regular weekly working hours must be at least 30 hours. Only internships that are mandatory according to the study regulations will be considered.
Line 12	A copy of the residence permit (or the equivalent entry in the passport) must be submitted.
Line 13	Valid proof includes birth certificates, maintenance obligations, and unemployment benefit notices (ALG notices).
Line 14	The submitted documents must clearly show that the applicant is a single parent of the listed children. Acceptable proof includes, for example, a corresponding note in the children's unemployment benefit (ALG II) notice or an appropriate entry on the income tax card.
Line 15	Valid proof includes maintenance obligations, court rulings, and bank statements.
Line 16	If this reason is given, a medical certificate (copy) must be attached. The guidelines of the German Association for granting dietary allowances due to illness apply, unless the doctor certifies otherwise (see also Sozialgesetzbuch XII, §30 paragraphs 48 and 49).
Line 17	If this reason is given, a copy of a medical certificate or a copy of the maternity record ("Mutterpass") must be submitted. Please black out any entries related to medical test results.
Line 18-19	If you are receiving benefits under the Social Code (Sozialgesetzbuch), a copy of the relevant notice(s) must be attached to the application.
Line 20	This reason for application is considered valid if the difference between your income (as defined in § 2(4) of the Social Fund Statutes) and your needs (as defined in § 2(3) nos. 4 to 5 of the Social Fund Statutes) in the first or last three consecutive months of the calculation period falls short of the required amount (as defined in § 2(3) nos. 1 to 3 of the Social Fund Statutes) by more than 45%. This means we subtract your health insurance and housing/rent-related costs from your income and calculate your required needs. These include a basic need amount (€409), flat-rate amounts for dependents (see § 2(3) no. 2 of the Statutes), and additional needs (see § 2(3) no. 3 of the Statutes). If the resulting difference is more than 45% below the calculated need, this counts as a case of special hardship. If you don't have children, this threshold is reached when your income (after deducting rent and health insurance) is below €224.95.
Line 21-22	If this hardship is given, a medical certificate confirming the necessity of the service(s), along with copies of the invoice(s) or fee notices and proof of payment, must be submitted. A minimum cost of €150 is required for the application to be considered.

Line 22	If other hardships are being claimed, they must be listed here and supported by appropriate documentation. They must be comparable in nature and extent to the other application reasons and must not have been caused by the applicant's own fault.
Line 23-29	Please enter the number of people you are legally required to support. Suitable documents must be attached, such as birth certificate(s), family register, marriage certificate, certificate of registered partnership, maintenance order, or bank statements.
Line 30-35	You must attach a copy of your rental contract or at least three rent receipts or three bank statements. The relevant amount is the net warm rent (e.g. including all utilities). However, a maximum of €450 will be counted for the applicant, plus €200 for each additional dependent person living in the same household. Electricity and gas costs must be proven once (via bank statement). Back payments (e.g. from utility bills) can be considered as expenses and will be deducted from your income.
Line 34	A flat rate of €30 for broadcasting fees and telephone/internet costs will be added to the rent amount, up to the maximum rent that can be considered. No proof is required for this.
Line 36	If you live in a shared apartment ("Wohngemeinschaft") or with other people, we need a "rent-splitting declaration." This can be an informal written statement showing how much rent each person pays.
Line 38	You must attach either a bank statement showing the amount and date of the security deposit payment, or a rental contract stating the amount of the deposit. The deposit will be deducted from your income.
Line 39	You must attach a current bank statement showing the amount of the health insurance contribution, or a certificate from your health insurance provider. The certificate must clearly state the amount of the contribution.
Line 42	You must attach either a repayment agreement or bank statements showing that you are regularly making repayments. Amounts between €150 and €1,200 will be considered, starting from the first euro.
Line 43	Consumable materials are items that are used up in the course of completing academic work, such as paints, canvases, or instrument strings. Books, computer software, or hardware are not considered consumable materials. Receipts must be provided as proof. Expenses between €150 and €500 will be considered, starting from the first euro.
Line 44	Semester contributions/re-registration fees are not considered tuition fees. Proof must be provided in the form of bank statements and a certificate of enrollment.
Line 45	Proof must be provided in the form of bank statements and the fee notice.
Line 46-62	All income must be declared and documented, including income from employment, financial support or benefits in kind from parents, capital income (e.g. interest from savings, securities, profit shares), as well as public benefits (e.g. parental allowance, child benefit). The documents must clearly show how the applicant is supporting themselves. The semester ticket office reserves the right to verify the information provided and to take legal action in case of false statements. In individual cases, the following copies are also suitable as proof: <ul style="list-style-type: none"> • Current payslips (e.g. from employment agencies) • Current income tax card(s) / issued invoices • Employment contracts • Recent bank statements • The current tax return or, if applicable, the most recent VAT pre-declaration ("Umsatzsteuer-Voranmeldung") • Notices of public benefits such as BAföG, housing allowance, unemployment benefits (ALG II), or parental allowance must also be attached to the application
Line 48	Housing benefits ("Wohngeld") is only counted in proportion to the amount of housing costs that were taken into account.
Line 53	Parent's money ("Elterngeld") is only counted as income starting from the 301st euro. Parent's money is a government benefit.
Line 59	We take into account all regular payments and one-time gifts of €100 or more.
Line 62	You must provide proof of your account balances at the beginning and end of the calculation period.
Line 63	For proof, we will ask for a copy of the ticket you bought to get to Berlin ABC ("Zusatzticket"). This rule does not apply while the semester ticket is a Deutschland-Ticket, since no extra ticket is needed to get to Berlin ABC.
Line 64	Your primary residence must be proven by a registration certificate, rental contract, or a confirmation from the property owner. What matters is the location of the university buildings where the majority of your

study program's classes usually take place.

Note: Living close to the university is not considered a hardship under § 2(2) of the Social Fund Statutes. It only allows you to deduct an amount equal to 1/6 of the ticket price per month from your income.

Line 65

You must attach a blocking notice ("Sperrvermerk") stating the blocked amount. Additionally, a bank statement showing the account balances at the beginning and end of the calculation period must be provided.

Line 66

Assets include all usable assets. The following are not considered usable: appropriate household items, items essential for studies or professional work, family heirlooms, items for fulfilling scientific or artistic needs, an appropriately sized residential property, and cash amounts up to ten times the semester contribution (see § 2(5) of the Social Fund Statutes).

Line 67

An application is considered plausible if:

Income – all actual housing costs – health insurance \geq €100

Signature

The signature of the applicant is required. If another person signs, a power of attorney ("Vollmacht") must be submitted.