

Request for Contact Details and Bank Information

What is a Request for Contact Details and Bank Information?

To process your grant application, we need to send you letters, and need a correct address to do so. In case we approve your application, we need correct bank information to transfer you the money. Since we are delayed with the processing of the applications at the semesterticket office, the information you gave us in the application process might not be correct anymore. This is why we ask you to confirm your contact details and bank information.

What should you do now?

In case you moved or changed bank information, please fill out this form and send it to us. If none of your personal information changed, you don't need to do anything.

How should you send this form to the semesterticket office?

Since this document contains personal and sensitive data, it is important that it is transferred to us in a safe way. For this, we provide four possibilities:

- You can drop off the document in person at our office, or put it into the letter box of the AStA,
- You can send us the document via post,
- You can use our [upload-tool](#) to safely send us the document,
- You can send your documents in an **encrypted** email to: [semesterticket@asta.tu-berlin.de \(PGP\)](mailto:semesterticket@asta.tu-berlin.de (PGP))

Our Address:
Semesterticketbüro
AStA TU Berlin
Sekretariat TK 2
Straße des 17. Juni 135
D-10623 Berlin

Personal Data:

First Name:

Last Name:

Enrollment Number („Matrikelnummer“):

Street:

House Number:

Additional Address Infomation:

Postal Code:

City:

Phone (optional, to contact you):

E-Mail (optional, to contact you):

Bank Information:

IBAN:

BIC:

Bank:

Account Holder (Last Name, First Name)

I hereby certify that the information provided in this form is true and accurate to the best of my knowledge and belief.

The information provided in this form will be stored electronically. TU will have no access to these sets of data. However, they will transfer the allotted exemption payments. The semester ticket office will answer all questions regarding the stored data.

Date

Signature