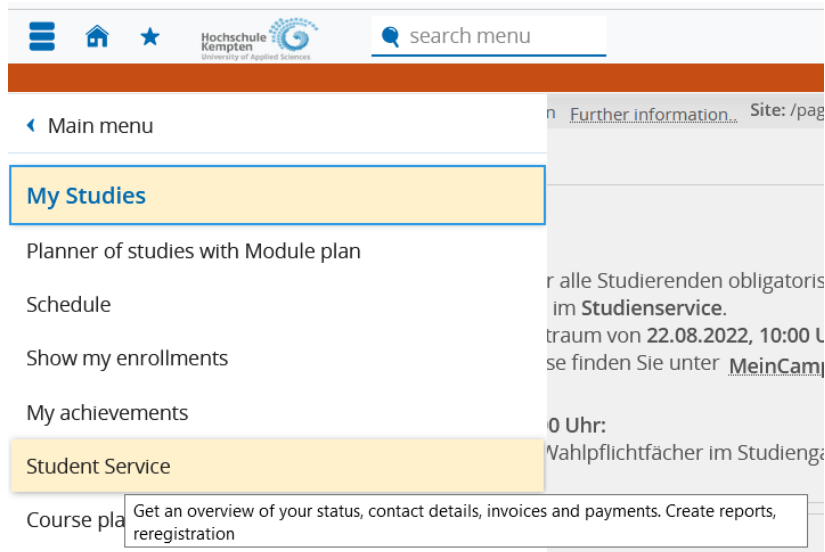


Quick guide to paying semester fees and re-enrolling

If possible, try to *avoid* using handheld devices, such as a smartphone or tablet, for this task.

Step 1:

Log in with your university ID to Mein Campus -> My Studies -> Student Service



Step 2:

Click on the green "Reregistration" tab (upper-left of the screen)

Student Service

→ Reregistration
for Wintersemester 2023/24

Step 3:

The following template will appear:
Click the "Pay semester fee" button (lower-right of the screen) to start the payment process.

Reregistration ✕

1
Overview
Step 1 from 6

2

3

4

5

6

Reregistration for Wintersemester 2023/24

✓

You can continue studying all courses.

✎

Preconditions

📄

Pay semester fee

▶ Pay semester fee

Close

Step 4:

Enter the IBAN for your bank account, type in your location and then click "Create mandate" (for a one-off payment of your semester fee). If your bank is outside Germany, please also add the BIC.

Please use only your own account details for this.

Reregistration ✕

✓ — 2 — 3 — 4 — 5 — 6

Give a mandate
Step 2 from 6

i Direct Debit Mandate authorization

So it is now necessary to give your higher education institute the permission to debit your bank account. This is called a mandate.

Your higher education institute uses so called one-off-mandates. With this mandate you give the permission exactly for one direct debit order. The mandate invalidates after your direct debit order has been processed. Enter at first your IBAN of your bank account used for this mandate and all future debit orders.

* IBAN

* Place of signature **i**

Date

Back▶ Create mandate

Step 5:

Under "Select invoices", you can see that your IBAN has automatically been linked to your semester fee invoice. You don't need to adjust anything manually. To continue with the payment, please click the "Next" button.

Reregistration
✕

Select invoices
Step 3 from 6

Selection	Period	Due date	Unpaid	Actions
<input checked="" type="checkbox"/>	Wintersemester 2023/24	09/01/2023	102.00 €	

Back
▶ Next

Close

Step 6:

You will now be shown a pre-notification of the withdrawal date from your account. By ticking the box, you confirm that you will ensure sufficient funds are in your account to cover the payment by the advised date. Click "Next" to finish arranging the payment and move on to re-registration.

Reregistration
✕

Confirm pre-notification
Step 4 from 6

The SEPA direct debit of 102 € for mandate: STUX7440000021064423052400 with our creditor reference: DE72L2700000076370 will be done no earlier than 05/31/2023 using the following bank account.

Yes, I have read and accepted the pre-notification of a forthcoming debit of my bank account.

Back
▶ Next

Close

Academic Registry will present your direct debit mandate to be processed by your bank on the indicated date.

Please note:

- If you spot a mistake in the IBAN, please notify us at once, e.g. by emailing studienamt@hs-kempten.de, as only we can delete the details you have entered. Please do not send us the correct account details by email for data protection reasons.
- Even so, the semester fee can only be debited from your account by the deadline if all the criteria are met, e.g. the correct IBAN has been entered and sufficient funds are in your account to cover the payment on the day. Banks can regularly take 8-10 working days to process your direct debit instruction.

Step 7:

Once you have worked your way through the steps up to this point, click the "Now re-register" button to re-enrol for the coming semester.

Reregistration ✕

✓ — ✓ — ✓ — ✓ — **5** — 6

Reregistration
Step 5 from 6

Reregistration for Wintersemester 2023/24

✓ You have successfully paid your semester fee.

[▶ Now re-register](#)

Close

Step 8:

After clicking the "Now re-register" button, the following message appears, confirming that you have re-enrolled successfully.

Reregistration

✓ Success: ✕

- Your reregistration for Wintersemester 2023/24 was successful.

Close [ESC]

✓

Your reregistration has been successfully completed!

Close

We wish you a smooth start and every success for the coming semester.

Scanning the QR code will take you to the detailed instructions at:
https://meincampusdoku.hs-kempten.de/doku.php/studierende:bezahlen_rueckmelden_eng_rm

