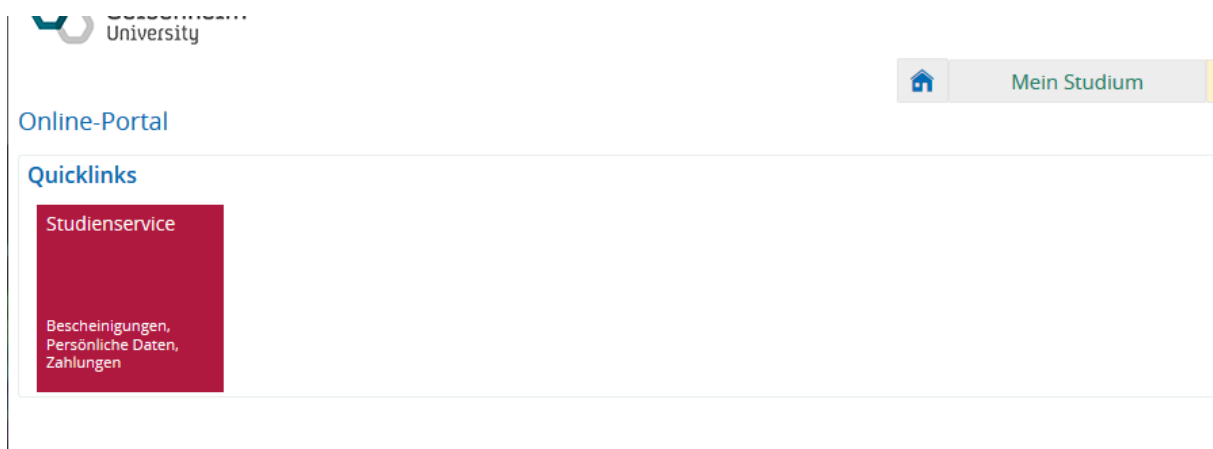


How to print your own certificate of matriculation and edit your personal details

Login with your hsgm-account on the top right-hand corner of your screen.

Benutzerkennung	Passwort	Anmelden
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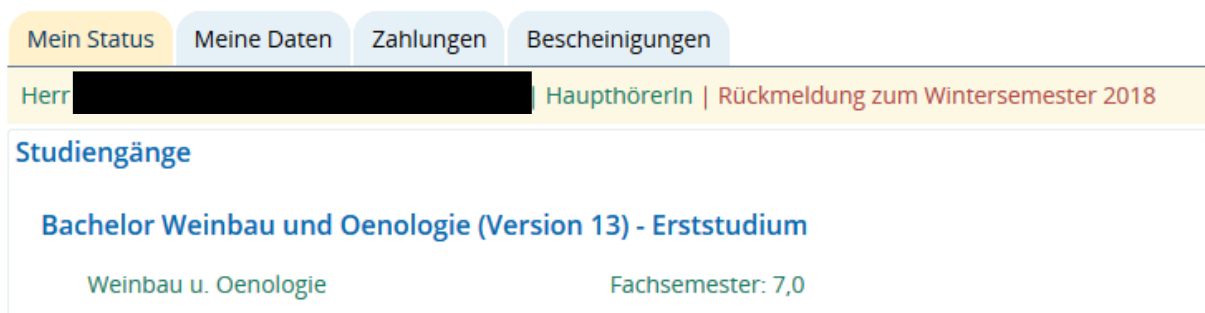
Select „Mein Studium“ (my degree program) or choose the quicklink „Studienservice“ (student service)



The screenshot shows the top navigation bar of the university's online portal. On the left is the university logo. On the right is a 'Mein Studium' button with a home icon. Below the navigation bar is a 'Quicklinks' section with a red button for 'Studienservice' that lists 'Bescheinigungen, Persönliche Daten, Zahlungen'.

to view the homepage of the student service.

The first tab shows your status, degree program and current semester.



The screenshot shows the student service homepage. At the top are four navigation tabs: 'Mein Status' (highlighted), 'Meine Daten', 'Zahlungen', and 'Bescheinigungen'. Below the tabs is a yellow banner with the text 'Herr [redacted] | HaupthörerIn | Rückmeldung zum Wintersemester 2018'. Underneath is a 'Studiengänge' section with the title 'Bachelor Weinbau und Oenologie (Version 13) - Erststudium' and the details 'Weinbau u. Oenologie' and 'Fachsemester: 7,0'.

Select „Meine Daten“ (personal details) to view the address that is registered in the system.

Mein Status

Meine Daten

 [Bearbeiten Sie Ihre Daten](#)

Anschrift

Land

Straße und Hausnr.

Postleitzahl

Ort

Adressart

Anschrift

Postanschrift

Land

Straße und Hausnr.

Postleitzahl

Ort

Adressart

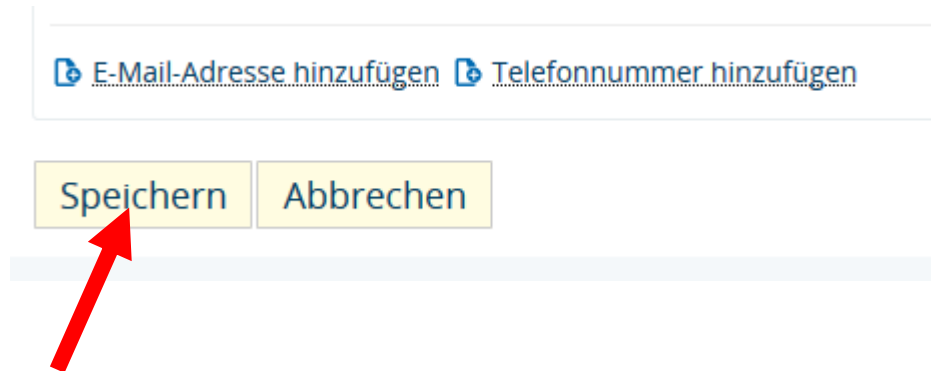
Select „Bearbeiten Sie Ihre Daten“ (edit your data)

 [Bearbeiten Sie Ihre Daten](#)

to change your personal details. Please note that changes will only be adopted after saving.

We also need a current phone number, so that we can reach you in urgent situations (e.g give you important information etc.)

Due to data protection, we only send emails to your student's mail account, but you can also use your private email address.



E-Mail-Adresse hinzufügen Telefonnummer hinzufügen

Speichern Abbrechen

Please do not forget to save changes.

Select „Zahlungen“ (payments) to view your invoices.



Zeitraum	Fälligkeitsdatum	Verwendungszweck	Soll	Ist	Noch offen	Aktionen
Sommersemester 2019	05.02.2019	176459	311,59 €	311,59 €	0,00 €	 

Suchergebnis: 1 Ergebnisse | Zeilen pro Seite (Max:300) 10



Click on the magnifier symbol to see individual items of your invoice. Click on the bill symbol to see all payments made.



Select „Bescheinigungen“ (certificates) to generate a pdf document.

Studienservice

Mein Status | Meine Daten | Zahlungen | **Bescheinigungen**

Kontrollblatt

 Kontrollblatt drucken

Bescheinigungen

★ Zur Prüfungsverwaltung: <http://qis.hs-geisenheim.de/>

Bereits angeforderte Bescheide

Bescheidart	Semester	Ausgabeformat	Druckzeitpunkt	Aktionen
Studienbescheinigung	Wintersemester 2018/2019	PDF-Dokument		 
Imma-Bescheinigung	Wintersemester 2018/2019	PDF-Dokument		 

You can print a „Kontrollblatt“ (summary of stored data).

Here you can also print your certificate of matriculation with a verification code.

Select the print symbol at the end of the page



to view and print your certificates.