

## Notice of Loss of a Certificate (*Urkunde* or *Zeugnis*)

I, .....,  
born on .....,  
resident at the following address .....,  
student ID no.: .....,  
study programme .....,

declare that the following document(s) (please tick as applicable):

***Urkunde* (bilingual certificate awarding the academic degree)**

Bachelor     Master     *Diplom*

***Zeugnis* (German certificate awarding the grade)**

Bachelor     Master     *Diplom*

is/are/has been

untraceable     permanently lost     destroyed

Explanation:.....  
.....  
.....

I request the issue of a duplicate of the document(s) indicated above.

I am aware that false information can lead to legal action and expressly declare that the information provided above is correct.

With the issue of a duplicate the original document(s) is/are declared invalid.

Enclosed: proof of payment of the administrative fee of €10

\_\_\_\_\_  
Date, signature (student)