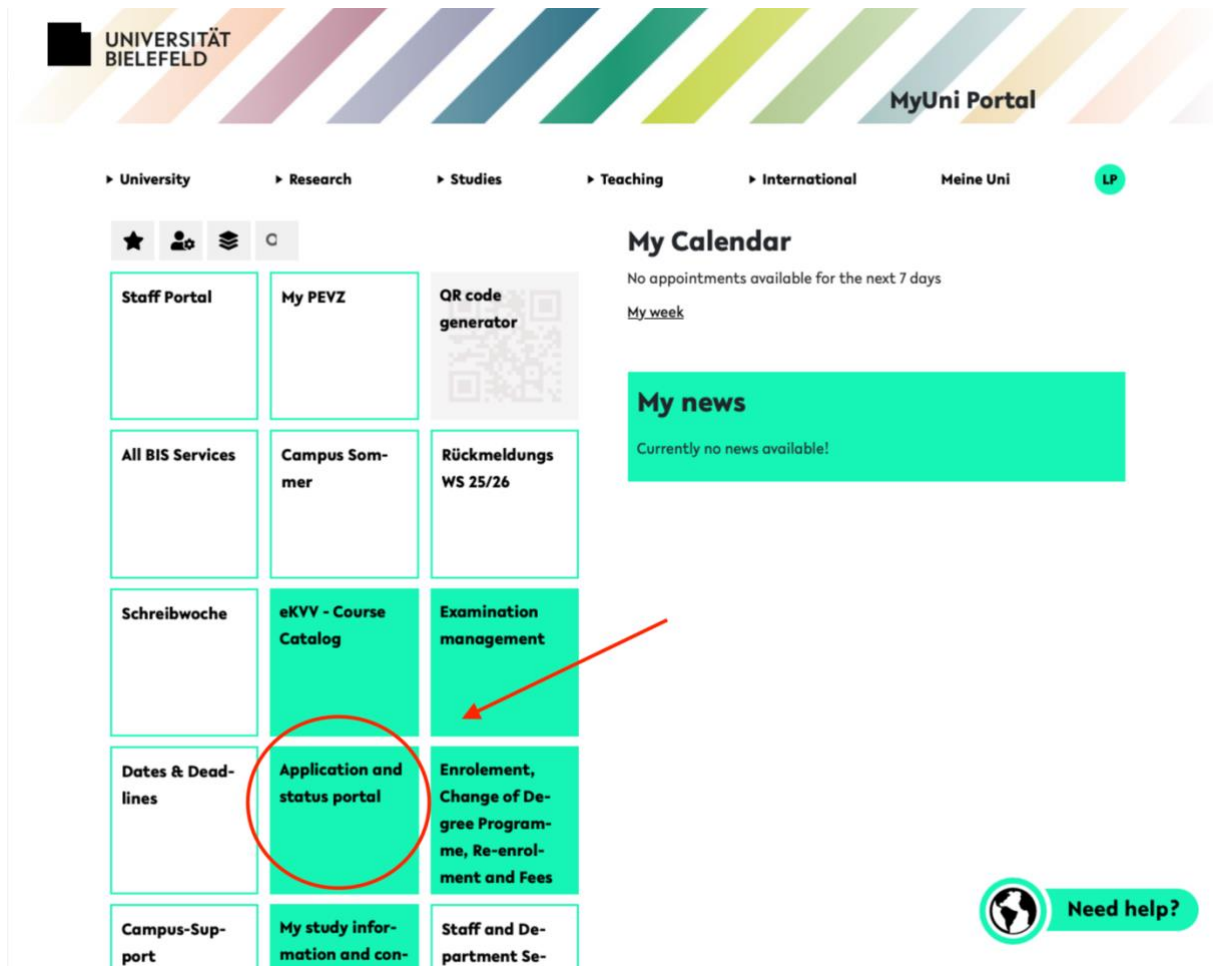# Service Portal

To access documentation concerning your academic status as required by most health insurance providers and other facilities, you can download them yourself at the university´s Service Portal.

1. Open your Service Portal at **My Uni** and select **Enrolment, Change of Degree Programme, Re-enrolment, and Fees**:

2. Enter the status portal and pick **My studies**:

3. Access your personal data and click **Requested Reports/Reports**:

4. Download your required document by selecting **Bescheinigung über den gezahlten Semesterbeitrag** (Proof of matriculation payment) or **Studienverlaufsbescheinigung** (Certificate of matriculation):