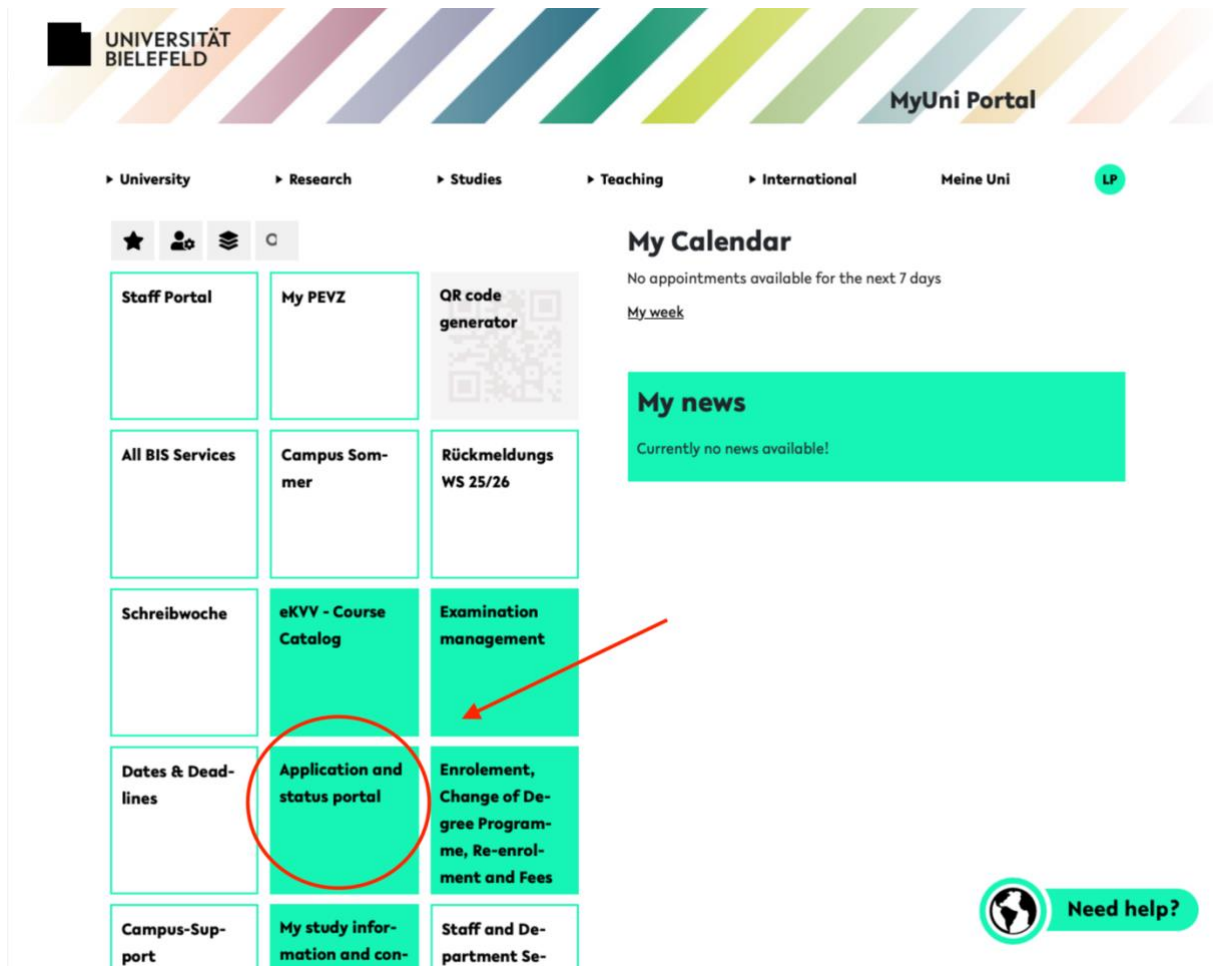


Service Portal

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**:

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

The screenshot shows the 'Student Service' portal of the University of Bielefeld. The user is logged in and has a notification badge showing '30'. The breadcrumb trail indicates the user is in 'Home > My Studies > Student Service'. The main header shows 'Reregistered for Wintersemester 2025/26'.

Under 'Personal data', there is a redacted area. Below this, there are tabs for 'My courses of study', 'Contact data', 'Payments', 'Requested Reports', 'Reports', and 'Personal agreements'. The 'Requested Reports' tab is active.

The 'Requested Reports' section is divided into two columns. The left column contains three report categories: 'Achievement reports (0)' (0 reports), 'PIN-Brief für Energiepreispauschale (0)' (0 reports), and 'Common reports (13)' (13 unread reports). The right column, titled 'Reports', contains a section 'Bescheinigungen:' with two items: 'Bescheinigung über den gezahlten Semesterbeitrag' and 'Studienverlaufsbescheinigung'. A red circle highlights this 'Bescheinigungen' section, and a red arrow points to it from below.

At the bottom, there are two buttons: '→ Leave of absence' and '→ Disenrollment'.