

Payment of semester fee by direct debit order (instructions only valid for first semester entries)

Start here:

My courses of study
Contact data
 Payments

Payments

Here all your assigned invoices are listed, including book fees that are charged by your university each semester. To get a detailed overview of your invoice account and p If you have overpaid, the extra money will be shown as a You can use the payment options offered by your univer

 **Unpaid invoices**

-

Period 	Due date 
summer term 2026	03/02/2026

1. Step:

In the selection box, check that the invoice is to be paid for the semester displayed.

-> Next

Pay

1

2

3

4

5

Select invoices
Step 1 from 5

Selection	Period	Due date	Unpaid	Actions
☒	summer term 2026	03/02/2026	115.00 €	

Next

Close

2. Step:

Payment method Select „Lastschriftauftrag“ -> Next

Pay

✓

2

3

4

5

Select payment method
Step 2 from 5

Permitted payment methods

☒ Lastschrift

☐ Visa, Mastercard or PayPal

Back

▶ Next

3. Step:

Complete the form and finish by -> Create mandate

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**

DE27 1007 7777 0209 2997 00

*** Place of signature**

Kempten **i**

Date

11/06/2025

Select other payment method

► Create mandate

4. Step:

You will be shown the expected debit date. You confirm and accept this by ticking the checkbox -> Next

✓

✓

✓

4

5

Confirm pre-notification
Step 4 from 5

i

The SEPA direct debit of 115.00 € for mandate: STUX7440000055202025110601 with our creditor reference: DE72L2700000076370 will be done no earlier than 11/13/2025 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

5. Step:

Automated message that your direct debit order has been successfully processed. However, whether and to what extent the semester fee can actually be debited from your bank account also depends, for example, on the entry of your correct IBAN, etc. Please also make sure that your account has sufficient funds on the indicated debit date.

