

BAföG procedure before 1st April 2018

These steps lead to your proper certificate* according to § 48 BAföG (Formblatt [form] 5):

Firstly, find out more on the pages of the JGU funding department. Here you can also find the form: www.bafoeg.uni-mainz.de

- Print out Formblatt 5.
- Please include your name, matriculation number, degree programme, semester **and** e-mail address. PLEASE WRITE CLEARLY!
- Have the respective BAföG officer of your major and minor subject confirm your proper study status on the basis of the transcript of records.

Here's how it works:

- Print out a Transcript of Records* (meaning: everything you have achieved so far) for your major and your minor subject.
- Here you can find all achievements and course registrations for modules in which no module examination has yet been completed:
 - **Jogustine → Studies → Results → Modul results**
 - Click on „**exams**“ on the right in the line of the corresponding module (change semester pre-setting if necessary).
 - Drucken Sie die Info aus (z. B. mit STRG – P).
- **Special case "Module started, but no exam registered yet":**
 - Check the registered courses on Jogustine and take a screenshot of the attended/registered course/s.
- Hand in the completed form 5 and your Jogustine-prints to
 - Dr. Sonja Georgi (Raum 02.228, Philo II, Jakob-Welder-Weg 20), office hours see on this website,
or
 - the secretary's office for American Studies (Raum 02.208, Philo II, Jakob-Welder-Weg 20), during her office hours (Mo-Do 9-12 Uhr).

Please note: only drop-off and collection of documents, **no counselling!**
- You can obtain the confirmation at the beginning or in the course of the fourth semester. The end of the fourth semester (31 March or 30 September) **is merely the last possible submission deadline at BAföG-Amt.**
- This certificate is an important document that must be thoroughly processed and checked. **Please allow approximately two weeks for processing.**

* Attention! Different terms with different meanings:

In Formblatt 5 the term "LEISTUNGSBESCHEINIGUNG" is used. This term refers to the form **only** and has nothing to do with the **JOGUSTINE-LEISTUNGSÜBERSICHT** (transcript of records)!