

Travel allowance

Requirements and regulations for the travel allowance:

Social difficulties:

Applicants taking part in the admission interview or test can claim a travel allowance to the amount of 75% of the total costs (up to €120, total costs must be at least €25), if they receive BAföG or if their parents receive unemployment benefits or assistance according to the Asylbewerberleistungsgesetz (*German Asylum Seekers' Benefits Act*).

Long distance travel:

Applicants taking part in the admission interview or test can claim a travel allowance to the amount of 25 % of the total costs (up to €100, total costs must be at least €50), if the travel distance from their place of residence to Leuphana University is at least 300 km.

The travel allowance can only be granted if adequate evidence is presented on the admission day or within two weeks (date of incoming mail stamp). Please apply the principle of minimising costs (e.g., second class rail ticket).

Eligible for the allowance are rail, bus, and flight tickets, as well as ride sharing (evidence through, e.g., printed ride details and payment document via Blablacar). **Private car rides are not eligible for the allowance.**

Only requests completed in full will be processed. Please understand that incomplete requests will be excluded.

In all cases you must submit:

- This request form (completed; with phone numbers and e-mail address!)
- All travel documents (original; rail, bus, flight tickets, confirmation of car sharing; all with prices!).

For social difficulties, these documents also have to be submitted:

- BAföG certificate for the admission interview/test dates or
- Arbeitslosengeld II certificate for one parent or
- Certificate of benefits according to the Asylbewerberleistungsgesetz for the admission interview/test dates

Leuphana Universität Lüneburg

Infoportal

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Travel allowance

I hereby request,

First and last name:

Street and house number:

Postcode, city:

Mobile phone:

E-mail address:

a travel allowance for travel to the admission interview and/or test at Leuphana University on ... August for the following reason:

Reason:

- Social difficulties
- Long distance travel
Please show your ID card at one of the issuing points for this request form or submit a registration card with your request.

**Place of residence confirmed
(to be completed by university!)**

.....
(Wohnort aus Personalausweis eintragen und mit Stempel bestätigen)

Travel costs:

- Travel costs:

**Refundable:
(to be completed by university!)**

.....

I submit adequate evidence for the reason for my request and all the original travel documents.

Please transfer the travel allowance to:

Name of account owner:

Bank:

IBAN:

BIC:

Place, date

Signature