

Information to third parties



Information from the university's study and enrolment registers is only provided to legally authorized persons or to German authorities in the context of administrative assistance procedures. Information to third parties (e.g. verification requests from personnel service providers) can only be

- upon proof of a special interest,
- by presenting an authorization and
- payment of a processing fee.

All information is subject to the legal requirements of Art. 18 to 21 of the Bavarian Data Protection Act. The following conditions must be observed:

1. A request for information must be submitted in writing in German or English to the Examinations Office of the University of Passau (E-mail is sufficient).
2. The application must contain the contact details of both the applicant and the data subject and clearly state the purpose of the application. In addition, the application must be signed by the data subject. The application can be submitted in accordance with the following [Declaration of consent](#) to:

e-mail: verifikation@uni-passau.de

address: **Universität Passau
Prüfungssekretariat
Innstraße 41
D-94032 Passau**

3. The processing of the request and the preparation of a certificate by the office providing the information, if necessary, are official acts in accordance with the Bavarian Cost Law, which entitle the office to charge a fee for activities that arise in connection with the processing.

The fee is 40 euros for each request. This amount is due as an advance payment at the time of application and must be transferred to the following account within 14 days:

Recipient:	University of Passau
Credit institution:	Staatsbank für Bayern
SWIFT/BIC:	BYLADEMMXXX
IBAN:	DE75 7005 0000 0001 1903 15
Purpose:	12-digit reference number + surname of the person concerned

Please note:

- *The 12-digit reference number will be sent to you by e-mail.*
- *The purpose of use (12-digit reference number + name of the person concerned) is necessary for the correct allocation of your request. If the above requirements are not fulfilled, your application cannot be processed.*
- *If no advance payment is made within the deadline, the University of Passau will consider the application to be withdrawn.*
- *We ask for your understanding that it may take several weeks to process the application during peak periods. We kindly ask you to refrain from making interim status inquiries.*