HOW TO MAKE A REQUEST VIA CAMPUS NET

REQUESTS

General information

Once you're a student at Constructor University you will receive your credentials for the platform **CampusNet.**

Via your CampusNet you can make different requests for the following :

➢ Order a confirmation letter (options: Enrollment confirmation, English support letter, Disenrollment letter)

➢ Request to be excused (for exams or classes)

➢ Order an interim transcript

➢ Update the semester address

REQUESTS

How to request something on your CampusNet account (screenshots to be found on the following slides)

1. Use your computer/phone to go to the following website: **https://campusnet.constructoruniveristy.de**

2. Log into your account using the credentials you received

3. Select "My requests" on the menu on the left side

4. Choose the respective request option

5. Fill out the mandatory fields

6. Click "submit"

This is the start page after logging in. Select "My requests" on the menu on the left side:

Choose the respective request option

Name: ▓▓▓▓▓ **on:** 01.10.2024 **on:** 11:34

Welcome to online requests ▓▓▓▓▓▓

My applications

Request	Semester	Status	Started	Released		
Request a Semester Ticket Dispensation	Semester spanning	Completed	14. Jan. 2021	14. Jan. 2021	► Show	► Print Preview
Student Self-Service	Semester spanning	Rejected	22. Jun. 2023	22. Jun. 2023		
Student Self-Service	Semester spanning	Granted	29. Nov. 2022	29. Nov. 2022		
Student Self-Service	Semester spanning	Granted	29. Mar. 2022	29. Mar. 2022		
Order a New Campus Card	Semester spanning	Submitted	8. Feb. 2021	8. Feb. 2021	► Show	► Print Preview

Current application options

Request	Semester	Start	End	
Advisor Change	Semester spanning	1. Jan. 2024	31. Dec. 2025	► Start
End my studies	Semester spanning	1. Jan. 2024	31. Dec. 2025	► Start
End my Studies Exchnage and Visiting Students	Semester spanning	1. Jan. 2024	31. Dec. 2025	► Start
Order a New Semester Ticket	Semester spanning	1. Sep. 2020	31. Dec. 2025	► Start
Order Confirmation Letter	Semester spanning	1. Sep. 2020	31. Dec. 2025	► Start
Order Transcript	Semester spanning	1. Sep. 2020	31. Dec. 2025	► Start
Request a Semester Ticket Dispensation	Semester spanning	29. May 2024	30. Mar. 2025	► Start
Student Self-Service	Semester spanning	1. Jan. 2024	31. Dec. 2025	► Start
Update Semester Address	Semester spanning	1. Sep. 2020	31. Dec. 2025	► Start
Request to be Excused (Fall 2024)	Fall 2024	1. Sep. 2024	31. Jan. 2025	► Start

Application Overview
My Advisees
My Advisor's Approval
My Courses
My Course Schedule
My Job Postings
My Modules
My Registration Status
My Student Staff
My Timesheets
My Requests

If you want to request a confirmation letter there are different types of letters you can choose from

If you have any special requests, please mention that in the "Additional information/instructions" field.

Request Options		
Requested information	**Entry**	**Additional Instructions**
Choose Letter*	Choose	
Choose Letter Language*	Choose	
Delivery Options*	Choose	
Delivery Address		*Please enter:* *Name of Institution or Person:* *Street:* *Zipcode, City:* *Country:* *Email:*
Number of Copies	0	*You can receive up to 15 documents issued by Registrar Services free of charge during your entire studies. Once the number is exceeded a fee of 5€ per document will apply.*
Additional Information/Instructions		*If you have any special requests or instructions, please specify here*

You may also download an Institutional Letter, which provides information about the education at Jacobs University Bremen and a generic English Support Letter

Downloads		
Requested information	**Entry**	**Additional Instructions**
Institutional Letter Undergraduate	Institutional Letter UG	*You may also download an Institutional Letter, which provides information about the education at Jacobs University Bremen*
Institutional Letter Graduate	Institutional Letter GE	*You may also download an Institutional Letter, which provides information about the education at Jacobs University Bremen.*
English Support Letter Generic	English Support Letter Generic	

User data	
This e-mail address is stored with your user account	0
Matriculation no.	20328809

Save	Save and open requests summary	Requests overview	Check for completeness and submit data

Don't forget to click, submit" at the end. Please note that requests with the status ,,open" don't get processed.

DOCUMENT PICK-UP

Hard copies of various documents can be collected at our Reception Desk during opening hours:

Mon to Fri between 10am and 2pm

- CampusNet Request

- If you request one of the offered confirmation letters, a transcript etc. on your CampusNet you can choose whether you want to receive the digital version via email or pick up the hard copy at our office.

- After issuing the respective document as a hard copy we will inform you that you can come pick it up via email

REQUESTS TO BE EXCUSED

Requests to be excused must be made via CampusNet. Requests submitted via email will only be considered when technical difficulties can be proven, or the account is on hold.

When making a request to be excuse please follow the guidelines outlined in the Academic Policy (Page15):

,,Illness must be documented with a sick certificate issued by a qualified physician. This certificate needs to verify the date and time of the in person visit occasioned the confirmation that the student is unable to fulfill his/her academic obligation (either attend class/lab or take the examination). The university reserves the right to request a second medical opinion. Other emergencies must be appropriately documented in writing. **Sick certificates and documentation for personal emergencies must be submitted to Registrar Services by the third calendar day from the beginning of illness/of the emergency .** These three days include the day of the illness/of the emergency. If the third calendar day is a Saturday, Sunday or a public holiday, the deadline is extended to the next working day. If students submit a sick certificate after the deadline, an excuse may be issued when applicable, only for the submission date and the two calendar days preceding it. Predated or backdated sick certificates-i.e., when the visit to the physician takes place outside of the documented sickness period **will be accepted provided that the visit to the physician precedes or follows the periods of illness by no more than one working day."**

Thank you!