

Certificate of Voluntary Service

Welcome to the application form for the Certificate of Voluntary Service. We appreciate your commitment to RWTH and the valuable contributions of our students. Through this certificate, RWTH acknowledges and values the efforts of its students.

If you are a student at RWTH and your involvement meets the following criteria:

1. Encompasses a minimum of 120 working units (90 hours) over 12 months,
2. Occurred in the university's self-administration or an RWTH-accredited student initiative,
3. Typically took place within an elected position,

you are eligible to apply for this certificate twice during your academic career.

Name: _____ First Name: _____

Date of Birth: _____ Place of Birth: _____

Student ID: _____ E-Mail: _____

- A: My primary voluntary service took place in an accredited student initiative.
- B: My primary voluntary service took place in the university's self-administration.

Initiative / institution / committee	Position and date of election	Time period	Working hours (total)

Accreditation certificate if the voluntary service was in an initiative.
Enrollment or exmatriculation certificate
Certificate of all activities

- **The following information must be included in the certificates:**
- Initiative / Institution / Committee
- Date, organization's logo
- Position and date of assuming the position
- Period of involvement
- Total worked hours
- Brief description of the position and workload
- Signature of the chairperson

Data Protection Notice:

To issue the Certificate of Voluntary Service, we require your personal information. The data will be kept for a period of six months and will then be automatically removed from the database. Your data will not be shared with third parties.

I explicitly and voluntarily consent to the processing and storage of my provided personal data for the purpose of issuing the Certificate of Voluntary Service. I understand that I can revoke this consent in writing at any time with future effect, and my data will be promptly deleted.

Next Steps:

After completing this form, your information will be reviewed. If all criteria are met, your certificate will be created and signed by Department 1.1 or Department 2.2 and sent to you by mail. This process may take approximately 3 months.

(digital) signature