

#### **Disclaimer**

This document is a courtesy translation provided for your convenience. Please note that the original form must be opened and completed in the **German language**.  
Only the **German version** is legally binding.

#### **Processing Instructions for the Form "Documentation of Additional Voluntary Work"**

If you are involved in voluntary work at the Brandenburg University of Applied Sciences outside of the curriculum<sup>1</sup> and would like to document this with the "FHB Certificate of Voluntary Work", please note the following procedure:

1. Use the form "Documentation of additional voluntary work" (available for download at: <http://www.fh-brandenburg.de/925.html> "Studierende") to have your involvement confirmed as soon as possible by the person responsible for the area in which you are volunteering.
2. Please submit the completed form to the Student Administration Office, where your volunteer certificate will be generated based on the information you provide.
3. You will usually receive the certificate of voluntary work together with your exmatriculation documents. However, if you need it at an earlier date, please arrange this with the staff at the Student Administration Office.

---

i.e. these achievements are not included in the certificate in the form of performance records/grades, etc.