



Request for a letter of authorization from AStA, to be able to **rent a laptop** for students from the ZIM

**Finanzreferat des AStA der Universität  
Duisburg-Essen  
Universitätsstraße 2  
45141 Essen**

Contact details for inquiries and notifications:  
phone number (optional):

e-mail address (mandatory): @stud.uni-due.de

I,

name, first name:

address (street, house number, postal code, city, land):

student ID:

birthday:

hereby apply for a letter of authorization from the General Students' Committee, so that I can use a laptop from the from the joint lending program of the AStA and the ZIM of the University of Duisburg-Essen. I want to borrow the laptop for the following term:

winter term    or     summer term    of the year

I have already borrowed a laptop and hereby request an extension for the aforementioned semester.

**I am aware that the following additional documents are necessary for a decision on the application:**

- list of income and expenses (see attachment 1)
- proof of my financial situation (bank statements of all accounts for the last 3 months)
- certificate of enrollment for the requested semester

My monthly income is higher than 1.200€. I would nevertheless like to use the laptop rental for the following reasons:

**Attachment 1: list of income and expenses (mandatory)**

Please fill in your monthly income and expenses (amount and type, e.g. 200€ for food):

<u>Income</u>	<u>Expenses</u>
<b>Monthly balance:</b>	

*All fields that are not marked as optional are mandatory.*

# Information on laptop rental

To support students in digital teaching, special funds have been made available to provide laptops to students who lack the financial means to purchase their own device. The devices can be borrowed from ZIM with a corresponding letter of authorization from the AStA.

You will receive such a letter of authorization by sending the completed application documents by e-mail to the AStA ([laptopverleih@asta-due.org](mailto:laptopverleih@asta-due.org)) and enclosing the following additional documents:

- a certificate of enrollment for the requested semester
- bank statements of all accounts of the last 3 months

The application documents can only be submitted by e-mail to [laptopverleih@asta-due.org](mailto:laptopverleih@asta-due.org). Please make sure that you combine all documents into one PDF and attach this PDF file to the e-mail.

If you have any queries regarding submitted applications or questions about the application process, please contact [laptopverleih@asta-due.org](mailto:laptopverleih@asta-due.org).