

### **About the Vollmacht/Power of Attorney Document**

The document on the next page is optional for incoming students to sign. Choosing to sign it allows Student Life staff at Bard College Berlin the ability to book, change, or cancel appointments for the address registration (Anmeldung), change of address (Ummeldung), and de-registration (Abmeldung) at the Berlin Bürgerämter, which is required of all residents in Germany (§54 BMG). We strongly encourage students to sign this document in order to ensure that students are in full compliance with the law.

Students who decide not to sign this document are thereby agreeing to adhere to the Anmeldung law on their own and understand that failure to do so can lead to fines of up to 1000 EUR, and failure to update your address registration upon moving (otherwise referred to as a sham Anmeldung) can result in a fine of up to €50,000 (§54 BMG).

### **Instructions for Completion**

If you choose to sign the document please complete the following:

- Enter your full name, birth date, birth place, and passport number on the top left in the German section
- Enter your full name in the line that begins “Hiermit ermächtige ich...”
- At the bottom enter the date and place where you are located when signing and sign the document
- If the student is under the age of 18 at the date of signing, the parent or guardian must also write their name and sign on the bottom right of the document

## Vollmacht / Power of Attorney

Die englische Übersetzung dient lediglich Informationszwecken. Maßgeblich ist der deutsche Wortlaut der Vertraulichkeitsverpflichtung.

### Vollmachtgeber/in

Name: \_\_\_\_\_  
Geburtsdatum: \_\_\_\_\_  
Geburtsort: \_\_\_\_\_  
Passnummer: \_\_\_\_\_

### Bevollmächtigte

Name: Amber Kepple Jones  
Adresse: Bard College Berlin  
Platanenstr. 24  
13156 Berlin  
Deutschland

Hiermit ermächtige ich, \_\_\_\_\_, Frau Amber Kepple Jones oder vertretende Mitarbeiter des Bereichs Student Life, Termine für die Anmeldung, Ummeldung und Abmeldung bei den Berliner Bürgerämtern zu buchen, zu ändern oder zu stornieren. Ebenso ermächtige ich sie, Termine zur Beantragung einer Aufenthaltserlaubnis auf einen neuen Pass bei den Bürgerämtern zu buchen, zu ändern oder zu stornieren, falls dies erforderlich ist.

Diese Vollmacht erlischt durch meinen schriftlichen Widerruf oder meine Exmatrikulation von Bard College Berlin.

\_\_\_\_\_  
Ort, Datum / Place, Date

\_\_\_\_\_  
Unterschrift / Signature

The English translation of this agreement serves only informational purposes. The German version is legally binding.

### Grantor

Name: \_\_\_\_\_  
Birthdate: \_\_\_\_\_  
Birthplace: \_\_\_\_\_  
Passport number: \_\_\_\_\_

### Agent

Name: Amber Kepple Jones  
Address: Bard College Berlin  
Platanenstr. 24  
13156 Berlin  
Germany

I hereby authorize, \_\_\_\_\_, Ms. Amber Kepple Jones or authorized representatives from the Student Life department, to book, change, or cancel appointments for registration (Anmeldung), change of address (Ummeldung), and de-registration (Abmeldung) at the Berlin Bürgerämter. I also authorize them to book, change, or cancel appointments for the application for the transfer of a residence permit into a new passport at the Bürgerämter, if necessary.

This power of attorney can be revoked by my written withdrawal or by exmatrikulation from Bard College Berlin.

\_\_\_\_\_  
Name der Eltern / des Vormunds, wenn unter 18 Jahren  
Parent / Guardian name if under 18

\_\_\_\_\_  
Unterschrift der Eltern / des Vormunds, wenn unter 18 Jahren  
Parent / Guardian Signature if under 18