

# Education promotion Disclose change of personal data

If you receive BAföG, you must notify the BVA of certain changes to your person.

## Competent Department

- [Bundesverwaltungsamt \(BVA\), BF I - Ausbildungsdarlehen](#)

## Basic information

You can apply for and receive the BAföG from your local education funding office. However, the Federal Office of Administration (BVA) is responsible for repayment of the BAföG loan portion after graduation.

For this purpose, the offices for educational grants transmit your data only once to the BVA. There, an electronic file is created and your loan account is set up.

You must notify the BVA of any changes to your name or address yourself. This can be done in writing or digitally via BAföG-Online via "change notification".

If you fail to do so, you will have to pay a lump sum of 25 euros for the expense of determining your address.

## Requirements

- You have received BAföG,
- Or receive BAföG
- There are changes in the following personal circumstances
  - Name
  - Address

## Procedure

You can easily and conveniently submit name changes or your new address via the online portal. You can either register with your e-mail address and then log in using your e-mail address and password or log in using your ID card with the online ID function (eID) activated.

If you register by e-mail, a change form is available; if you register with eID, you can update the data currently stored in the BVA yourself.

You can send all applications and other notifications online and upload documents during the entire repayment process for both registration options.

Registering with your ID card offers you additional services such as daily account and file access. You can find the full range of services for registration with an ID card and eID on the BVA homepage.

## **Legal bases**

- [Bundesausbildungsförderungsgesetz \(BAföG\)](#)

## **What deadlines must be paid attention to?**

You must notify the change without delay.

## **What are the costs?**

gebührenfrei