

Application for exmatriculation at the end of \_\_\_\_\_ semester  
20\_\_\_\_\_

Please enter your registration number here

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Last name, First name

Street, House no.

**Address you can be reached at immediately!!**

Postal code, City

You may submit your application for exmatriculation by mail or in person during office hours (Mondays, Tuesdays, Wednesdays, and Fridays from 9 a.m. to 12 noon and Thursdays from 2 to 4 p.m.)

**Please include the following documents with your application for exmatriculation:**

**a) If you have not yet registered for the coming semester:**

1. Release stamp from the University Library (see below)

**b) If you have already registered for the coming semester:**

1. Release stamp from the University Library (see below)
2. Your UniCard (you must request to have any remaining credit paid out **beforehand** at the cafeteria)
3. Your bank account information
4. **Only** for degree candidates:  
Diploma or confirmation from the examination office that you have completed your degree

*only fill out if you have already registered:*

Account no.: _____
Bank code (BLZ): _____
Name of bank/location: _____
Holder of account.: _____

**Reason for exmatriculation:**

(please mark the appropriate box)

Termination of studies with completion of degree

Interruption of studies

Termination of studies without completion of degree

Change of institution

Conscription into military or community service

Final abandonment of studies

Termination after irrevocable failure of a final examination

Other reason

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**Important information on reimbursement of already paid fees for students exmatriculating after having already registered for the current semester:**

The social fee of 65 euros is reimbursed if the student exmatriculates before the beginning of the semester (1 April or 1 Oct.).

The administrative fee of 60 euros is reimbursed within a month after the beginning of the teaching period in the case of an exmatriculation.

**This field will be filled out by the registration office:**

Abgangsdatum:

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bearbeitet

Tag      Monat      Jahr

**Release stamps:**

<p>all students</p>   <p><b>University Library</b> <b>Circulation Department</b></p>	<p><b>Note on Data Security</b></p> <p>Data on students and exmatriculations are collected, stored, processed, and – provided that the necessary legal preconditions have been fulfilled – passed on (§ 94 of the State Higher Education Law, § 9 of the State Data Security Law, and § 10 of the Regulations of the Ministry of Science and Research on Collecting and Processing Personal Data).</p>
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\_\_\_\_\_, on \_\_\_\_\_  
**Location**

\_\_\_\_\_  
**Signature**