

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

Registration number \_\_\_\_\_  
Account number \_\_\_\_\_  
University Library (UB) \_\_\_\_\_  
Last name, First name \_\_\_\_\_  
Street, House no. \_\_\_\_\_  
Postal code, City \_\_\_\_\_

Exmatriculation can be done in writing or in person at the Registrar's Office (Studierendensekretariat) during the office hours: Monday, Tuesday, Wednesday, and Friday from 9 a.m. to 12 noon and Thursday from 2 to 4 p.m.

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

- Discharge stamp of the university library (see below)
- You are obliged to return your UniCard to the Registrar's Office (Studierendensekretariat) as soon as your de-registration becomes effective (the payment of existing credit must be requested in advance from the Mensa)
- Indication of your bank details (if the re-registration for the next semester has already been completed and the exmatriculation is to take place subsequently)

**Reason for exmatriculation:**

(Please mark with a cross where applicable)

- Termination of studies with completion of degree
- Termination of studies without completion of degree
- Termination after irrevocable failure of a final examination
- Interruption of studies
- Change of University
- Conscription into military or community service
- Final abandonment of studies
- Other reason

Only fill out if you have already re-registered:

IBAN: \_\_\_\_\_

BIC: \_\_\_\_\_

Name of bank/location: \_\_\_\_\_

Holder of account: \_\_\_\_\_

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

The social fee of 84 euros is reimbursed if the student exmatriculates **before** the beginning of the semester (1 April or 1 Oct.).  
The administration fee of 70,- Euro, the fee for the constituting student body of 7,- Euro and possibly paid tuition fees will be refunded in case of exmatriculation within one month after the beginning of the lecture period

**Information for students who are in a legal examination relationship**

Although membership of the university ends upon de-registration, de-registration does not end an existing examination relationship. Regardless of de-registration, an examination once begun must therefore be completed. The legal examination relationship is only terminated when the examination is passed or finally failed. The Examination Offices are responsible for questions concerning the legal examination relationship.

**Release stamps**

University Library  
Circulation Department

**Note on Data security**

The data of students and exmatriculations are collected, stored, processed and – if the relevant legal requirements are met – passed on (§ 12 State University Act, § 9 State Data Protection Act and § 10 of the Regulation of the Ministry of Science and Research on the collection and processing of personal data.

Location \_\_\_\_\_ on \_\_\_\_\_ Signature \_\_\_\_\_