

Application for Exmatriculation

DEZERNAT
STUDIUM UND LEHRE

Studierendenadministration



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

until the end of the Summer semester _____ until the end of the Winter semester _____ / _____

by (date) _____ (student ID card must be handed in!)

Please note that an exmatriculation by a given date (after re-registration) can only be approved for special reasons (§62Abs.4LHG) – appropriate documentation must be presented:
when transferring to another HEI – letter of admission; **after graduation** – degree certificate or preliminary certification of the examinations office confirming that the final exam(s) have been passed; **vocational training / employment** – working contract

Last name, first name

Student number (*Matrikelnummer*)

Date of birth

Nationality

Study programme (degree, major/minor)

Reason for exmatriculation:

- Ending course of study after examination (please attach a copy of your degree certificate)
- Ending course of study without examination (course of study completed - diploma not yet issued)
- Temporary break – intention to return to studies at a later point in time
- Transfer (please indicate name of new higher-education institution) _____
- Volunteer service, draft to army or civil service
- Final withdrawal from course of study
- Other reasons
- Ending course of study without examination (loss of examinations privileges) or end of short-term studies

Certificate of discharge – mandatory for ALL students –
(also applicable to students who have never borrowed any books)

Without formal discharge exmatriculation is not possible!

- University Library (*Universitätsbibliothek – Ausleihe*) : _____
- Additionally, when applicable:
- University Dental Clinic (*Universitätszahnklinik*) – applies to students of dentistry (*Zahnmedizin*) only : _____
– **has to be done in person!**
- Department of Inorganic Chemistry and Organic Chemistry – applies to students of Chemistry only! (Discharge of the institute’s administration) : _____
– **has to be done in person!**
- Library of the Medical Faculty of Mannheim – applies to students of this faculty only – **has to be done in person!** : _____

Refund by bank account should be made to the following German bank account: (Information see reverse)	Name on bank account:	
	Bank:	
	SWIFT/BIC:	
	IBAN:	

I am aware that the refund will be made eight weeks after the application of exmatriculation has been confirmed.

Only applicable in case of exmatriculation by a given date:

I know that the student ID card and the certificates of immatriculation become void after exmatriculation, and I confirm that I will notify all civil offices and other institutions of my exmatriculation.

Date

Signature

In case of an application for exmatriculation by post, please enclose a self-addressed and stamped DIN C6 envelope.

Current address: _____

Bearbeitungsvermerk

geprüft und vollzogen – Datum, Handzeichen

Information on refund of semester fees:

Students who apply for exmatriculation within one month of the start of the lecture period, will get a refund of the administration fees (**Verwaltungskostenbeitrag** – §12 LHGebG), of the fees for the constituted student body (**Studierendenrat**) and of the **complimentary payment for the Semesterticket** – Please indicate your bank details on the reverse (page 1).

The application for a refund of the social fee (**Studentenwerksbeitrag**) must be made directly with the Studierendenwerk Heidelberg. You will find further information as well as the form at

https://www.studentenwerk.uni-heidelberg.de/en/advice_benefits

https://www.studentenwerk.uni-heidelberg.de/en/about_fee

http://www.studentenwerk.uni-heidelberg.de/sites/default/files/download/pdf/antrag_rueckerst_beide_Seiten_abSS2009.pdf

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- Mentoring Programme
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Registration

Direct, simple, free of charge, online:



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