

Application for exmatriculation

DEZERNAT
STUDIUM UND LEHRE

Studierendenadministration



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

by the end of summer semester _____ by the end of 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) with appropriate proof:

- when transferring to another university – letter of admission to the new university for the current semester (when admission is for a future semester, the exmatriculation will only be effected for the end of the current semester);
- after graduation – degree certificate or preliminary certification of the examinations office confirming that the final exam(s) have been passed;
- vocational training / employment – work contract

Family name, First name _____

Student number
(Matrikelnummer) _____

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

PhD (only with respective proof)

Degree awarded

Exemption from immatriculation

Discontinued

Library Certificate of discharge – mandatory for ALL students – (also applicable to students who have never borrowed any books)
Exmatriculation can only be processed when discharge is confirmed.

- University Library (Universitätsbibliothek – Ausleihe)
- For students of dentistry (Zahnmedizin): University Dental Clinic (Universitätszahnklinik) – must be done in person!
- For students of Medicine in Mannheim: Library of the Medical Faculty of Mannheim – must be done in person!

Please note: a refund is only applicable in case of exmatriculation by a given date within one month after start of the lecture period and with above mentioned proof. The refund will be transferred ca. eight weeks after the application of exmatriculation has been confirmed.

Account holder: _____

Bank: _____

SWIFT/BIC: _____

IBAN: _____

The refund should be made to the following European bank account:

For non-EU account, please add bank name and address:

Please scan filled out and signed form and email to: studierendenadministration@uni-heidelberg.de

I request the certificate of exmatriculation to be returned to me by email

I request the certificate of exmatriculation to be returned to me by postal service to the following address:

The student ID card and certificates of immatriculation become void after exmatriculation. You are obligated to notify all civil offices and other institutions of your exmatriculation.

_____ Date

_____ Signature

_____ Bearbeitungsvermerk

Bleiben Sie in Kontakt ...

... mit FreundInnen, KommilitonInnen, DozentInnen
... und der Universität

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