

# 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) with appropriate proof:  
**when transferring to another HEI** – 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 semester);  
**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
- ☐ PhD (only with respective proof): ☐ Degree awarded ☐ Exempt from immatriculation ☐ Discontinued

**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, if applicable:
- University Dental Clinic (*Universitätszahnklinik*) – applies to students of dentistry (*Zahnmedizin*) only - **must be done in person!**
- Library of the Medical Faculty of Mannheim – applies to students of this faculty only – **must be done in person!**

Refund by bank account should be made to the following European bank account: (Information see reverse)	<b>Name on bank account:</b>	
	<b>Bank:</b>	
	<b>SWIFT/BIC:</b>	
	<b>IBAN:</b>	
For non-EU account, please add: Bank name and address:		

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

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

geprüft und vollzogen – Datum, Handzeichen

# Stay in touch...

**... with friends, fellow students, teachers**

**... and the university**

**Heidelberg Alumni International (HAI)** is the worldwide Heidelberg University **Network** and offers a variety of services:

## **Alumni Services**

- Online portal HAI-net
- Alumni events
- Job/internship fair
- Mentoring Programme
- Lifelong Alumni-E-Mail
- These and other services at

**[www.alumni.uni-heidelberg.de](http://www.alumni.uni-heidelberg.de)**

## **Registration**

Direct, simple, free of charge, online:



**[www.alumniportal-heidelberg.de](http://www.alumniportal-heidelberg.de)**