

# Application for Exmatriculation

Please note that an exmatriculation by a given date (after re-registration) can only be approved for special reasons (§ 62 Abs. 4 LHG) – appropriate documentation must be presented – see below.

until the end of the summer semester 20\_\_\_\_  until the end of the winter semester 20\_\_/\_\_\_  by (date) \_\_\_\_\_

\_\_\_\_\_  
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 granted)
- Disturbance of course of study (temporary break – intention to return to studies at a later point in time)
- Transfer (please indicate name of new university) \_\_\_\_\_  
Exchange of study place?  
 No  
 Yes – Name of partner \_\_\_\_\_
- Draft to Army or Civil Service
- Final withdrawal from course of study
- Other reasons
- Ending course of study without examination (loss of entitlement to take examinations (*Prüfungsanspruch*); short-term studies)

## Attached documents:

- Immatriculation certificates / student ID / bank account details – **refer to back** – if you have re-registered for the following semester
- For exmatriculation per mail, please attach the appropriate postage to an addressed DIN C-6 envelope (€0.55 within Germany).
- For exmatriculation by a given date (special reason), please attach appropriate documentation and explanation.  
(*university transfer: letter of admission from the new university; completed course of study: degree certificate or preliminary certificate from the examinations office stating that the final exams have been completed successfully; beginning of work period / full-time employment: working contract [full time]*)

## Certificate of Discharge (*Entlastungsvermerk*) – mandatory for ALL students –

(Pertains to borrowing of books and library usage; also applicable to students who have never borrowed any books)

### Without formal discharge exmatriculation is not possible!!!

- a) University Library (*Universitätsbibliothek – Ausleihe*) :
- b) University Dental Clinic (*Universitätszahnklinik*) – applies to students of dentistry (*Zahnmedizin*) only :
- c) Department of Inorganic and Organic Chemistry (*Institut für Anorganische Chemie und Organische Chemie*)  
– applies to students of Chemistry only :
- d) Library of the Medical Faculty of Mannheim (*Medizinische Fakultät Mannheim*)  
– applies to students of this faculty only :

Refund by bank account should be made to the following <b>German</b> bank account:	<b>Name on the bank account:</b>	
	<b>Account number:</b>	
	<b>Bank identification number (BLZ):</b>	
	<b>Bank:</b>	
	<b>SWIFT/BIC:</b>	
	<b>IBAN:</b>	

Current address: \_\_\_\_\_

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature

## Bearbeitungsvermerke:

Studierendenausweis abgegeben

\_\_\_\_\_  
Geprüft und vollzogen – Datum, Handzeichen

\_\_\_\_\_  
(Last name, first name)

To the  
Student Administration  
of Heidelberg University  
Seminarstraße 2

69117 Heidelberg

### Exmatriculation

I declare that

- I have lost my student ID card and will not use it if it is found.
- I will shred my immatriculation certificates.
- I will notify all public authorities, institutions and other authorities or persons to whom I have given immatriculation certificates that I have exmatriculated from Heidelberg University.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature

#### **Information on refund:**

**Please note that the administrative fee can only be refunded if you exmatriculate by a given date within the first month of the lecture period (§ 5 Abs. 3 LHGebG). The refund of the *Studentenwerksbeitrag* (social fee) must be applied for directly with the *Studentenwerk Heidelberg*.**

**The application form can be found at <http://www.uni-heidelberg.de/studium/download/index.html>  
→ “Studentenwerksbeitrag: Antrag auf Rückerstattung”**

**An exmatriculation by a given date can only be approved for special reasons (§62 Abs. 4 LHG).**

**Newly-matriculated students will not receive their administrative fee back since this fee was applied to the registration process.**