

TU Bergakademie Freiberg

Department 2: Study and Research

Student Office / Tel.: (03731) 39-2643, -2578, -2267 or -2548

Application for deregistration

(Abmeldung vom Studium)

Surname, First Name:

Student registration number:

Course of study:

Reason for leaving university permanently:

- Completing studies after passing final exam
last exam/defence on
- Withdrawing from studies officially (i. e. special forms of study as contact or programme study,
limited registration, e.g. as ERASMUS student)
- Transferring to another university
(please add name of new university here)
- Quitting university
- not re-registered
- De-registration because of failed exam (including retakes)

Date of withdrawal from university:

When withdrawing from university the student identity card (chip card) has to be returned to the Student Office. Remaining credit can be paid out at the Mensa Administration Office.

E-Mail -address after withdrawal from university

Address after withdrawal from university

Withdrawal endorsements

(The university units as given below need to approve of the withdrawal from university. They need to date, sign and stamp the form.)

1. University Library / branch libraries

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2. Faculty

(except for Faculty of Business Administration)

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Note:

Withdrawing from university does not affect an ongoing examination procedure. It does not replace withdrawal from an exam! The rules of the corresponding Exam Regulation apply. If you receive a grant the responsible authority needs to be informed immediately. A proof of de-registration (*Exmatrikulationsbescheinigung*) can **only** be issued with completed withdrawal endorsements.

Statement:

I hereby certify that I will notify all authorities, institutions and persons that already received certificates of my enrolment of the current and/or future semester of my withdrawal from university.

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Date

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Signature of student withdrawing

(to be completed by the Student Office)

Bearbeitungsvermerk des Studierendenbüros

1. Die Exmatrikulation des o. g. Studierenden wurde mit Wirkung zum _____ durchgeführt.
2. Ein Antrag auf Rückzahlung des Semesterbeitrages liegt nicht vor.
 Ein Antrag auf Rückzahlung des Semesterbeitrages liegt vor und wurde am _____ in Höhe von _____ EUR veranlasst.
3. Studentendatei aktualisiert Exmatrikulationsbescheinigung erstellt
 Abmeldung bei der Krankenkasse Archivierung vorbereitet
 Abmeldung bei der Ausländerbehörde Chipkarte erhalten

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Datum

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Unterschrift der Bearbeiterin