

Application for discharge / exmatriculation for students of the International Center

please select one date:

1. **At the end** of the summer semester _____ / winter semester _____
2. **On the day of submission*** on _____ (Retrospective exmatriculation is not possible.)
3. **On the date of the final examination*** _____ (up to a max. of 14 days after the examination date)

(* only possible with submission of the Campus Card)

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Registration No.

Surname, first name

Address for returning the certificate

Current subjects, number of semesters and target degree (Bachelor: 1-subject, 2-subject LA, HDL or FE, Diplom, State Examination etc.)

- Reason for discharge:
- 1 End of study after taking the examination
 - 2 Change of University
 - 3 Abandoning / or interrupting of studies
 - 4 Other reasons
 - 5 subsequently proper de-registration
 - 6 Exmatriculation due to final failed examination

Please note that your application can only be processed if it is submitted in full!

▶ ▶ ▶ please take note of the reverse ▶ ▶ ▶

Place, date, signature of the applicant

To be completed by the administrative staff:

- Provisional exmatriculation certificate issued
- Confirmed to SS/WS _____
- Place registration

Exmatriculation deadlines:

At the end of the summer semester if possible from 15 July until 1 September, however no later than 30 September

At the end of the winter semester if possible from 15 January until 1 March, however no later than 31 March

Information and discharges for exmatriculation

The following documentation is to be submitted for exmatriculation:

1. **Signed application** for discharge
2. **stamped addressed envelope**
DIN long, normal business letter) to return the certificates (it is compulsory for this to be submitted!)

Note to recipients of the Student Financial Assistance Programme (BAföG): that they are obliged to de-register at the Amt für Ausbildungsförderung!

PLEASE NOTE:

Exmatriculation does not represent **automatic deregistration from module examinations**. If you no longer wish to take module examinations for which you have been registered at Kiel University, please contact the responsible Examination Office immediately.