

Exmatriculation application form



Carl von Ossietzky
 Universität Oldenburg
 Immatrikulationsamt
 Postfach 2503
 26111 Oldenburg

Please read the notes on page 2 before completing the form. The application can only be processed if the documents listed under point 5 are attached (when applying for exmatriculation before end of semester or withdrawal from re-registration).

Tick or complete as applicable!							
1.	Personal details <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Student number</td> <td style="border-bottom: 1px solid black; width: 30%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Surname and first name</td> <td style="border-bottom: 1px solid black;">Telephone</td> </tr> <tr> <td colspan="2" style="font-size: small; padding: 2px;">The certificate of exmatriculation will be sent to the address stored in Stud.IP. You should therefore make sure your address is updated in Stud.IP (studip.uni-oldenburg.de)</td> </tr> </table>	Student number		Surname and first name	Telephone	The certificate of exmatriculation will be sent to the address stored in Stud.IP. You should therefore make sure your address is updated in Stud.IP (studip.uni-oldenburg.de)	
Student number							
Surname and first name	Telephone						
The certificate of exmatriculation will be sent to the address stored in Stud.IP. You should therefore make sure your address is updated in Stud.IP (studip.uni-oldenburg.de)							
2.	I hereby apply for exmatriculation from the following degree programme (If you do not specify a degree programme here, you will be exmatriculated from all degree programmes for the given student ID number) Degree programme, type of degree _____ and (only for dual-degree programmes) degree programme, type of degree _____						
3.	<input type="checkbox"/> I hereby apply for exmatriculation from the above degree programme(s) as of (Exmatriculation with retroactive effect is not possible.) _____ Date <input type="checkbox"/> I hereby apply to withdraw from re-registration (this is possible within one month of the start of the lecture period for exmatriculation at the end of the preceding semester.)						
Reason for exmatriculation or withdrawal (only for statistical purposes) <input type="checkbox"/> Final examination <input type="checkbox"/> Abandonment of study <input type="checkbox"/> Switch to a different university <input type="checkbox"/> Change of degree programme <input type="checkbox"/> Other							
4.	I would like the contributions paid to be refunded to my account. (You are expressly requested to read the notes overleaf)						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 50%;">Account holder</td> <td style="border-bottom: 1px solid black; width: 50%;">into my account with</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">IBAN</td> <td style="border-bottom: 1px solid black;">BIC</td> </tr> </table>		Account holder	into my account with			IBAN	BIC
Account holder	into my account with						
IBAN	BIC						
5.	The following document must be attached: Your CampusCard (if you exmatriculate before the end of the semester or withdraw from re-registration)						
6.	I confirm that the information I have provided is true and complete.						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Town/city and date</td> <td style="border-bottom: 1px solid black;">Signature</td> </tr> </table>		Town/city and date	Signature				
Town/city and date	Signature						

NB this field is to be completed by the Registrar's Office	Ex-matriculation certificate		Date and Signature
	EDP entered		
	Copy for reimbursement		

Information on exmatriculation

Exmatriculation

You can use this application form to exmatriculate (de-register) at any time you wish. If you wish to exmatriculate at a certain point in time, you can specify this on the application form. If you do not specify a date, you will be exmatriculated at the end of the current semester.

NB Exmatriculation cannot take place with retroactive effect.

If you have passed your final examination, please report to the Registrar's Office without delay so that the exmatriculation process can be started.

If you leave the university without completing your degree course (for instance, because you start studying at another university) and you are still in the examination procedure, we urgently recommend that you inform your advisor at the examinations office.

When applying for exmatriculation before end of current semester/withdrawal it is mandatory to enclose your Campuscard with the application. The application of exmatriculation will only be processed upon date of receipt of the Campuscard.

When applying for exmatriculation at end of semester you don't need to enclose your Campuscard and can use it accordingly.

Reimbursement of contributions

Contributions paid can only be reimbursed if the application is made before or within one month after the start of lectures. Exmatriculation will then take effect at the end of the preceding semester.

For BAföG recipients

In order to avoid overpayments, you should inform the office for Office for Training Assistance (Student Services) without delay that you have de-registered (state the date of exmatriculation).

Certificate of exmatriculation

Upon completion of your exmatriculation, you will be sent or handed a certificate of exmatriculation.

Excerpt from the matriculation regulations of the Carl von Ossietzky University of Oldenburg

Section 5 Exmatriculation at the student's own request

- (1) A student may exmatriculate at any time by submitting a written application to that effect. Contributions already paid can only be reimbursed if the application for exmatriculation is made before or within one month after the start of lectures. The following documents must be included with the application:
 1. Student identification card
 2. Semester public transport pass
- (2) Exmatriculation takes effect as of the requested date or, if a date is not specified, or insofar as no other applications have been made, at the end of the current semester. The student shall be handed or sent the certificate of exmatriculation.
NB Exmatriculation cannot take place with retroactive effect.