Exmatriculation application form

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.

1. **Personal details**
   - **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. ☐ I hereby apply for exmatriculation from the above degree programme(s) as of (Exmatriculation with retroactive effect is not possible.)
   - **Date**
   ☐ 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)**
   - ☐ Final examination
   - ☐ Abandonment of study
   - ☐ Switch to a different university
   - ☐ Change of degree programme
   - ☐ Other

4. **I would like the contributions paid to be refunded to my account.**
   - (You are expressly requested to read the notes overleaf)
   - **Account holder**
   - **IBAN**
   - **BIC**

5. **The following documents must be attached:** Student identification card and semester public transport pass (if you exmatriculate before the end of the semester)

6. **I confirm that the information I have provided is true and complete.**
   - **Town/city and date**
   - **Signature**

   **NB this field is to be completed by the Registrar’s Office**
   - **Ex-matriculation certificate**
   - **EDP entered**
   - **Copy for reimbursement**
   - **Date of Signature**
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.

You will find a list of the documents you need to submit for the purpose of exmatriculation under point 5 of this form.

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. Enrolment certificates
3. 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.