

Exmatriculation application form



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 Immatrikulationsamt
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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.

Tick or complete as applicable !	
1.	Personal details <div style="display: flex; justify-content: space-between;"> Student number <input style="width: 150px; height: 20px;" type="text"/> </div> <hr/> <div style="display: flex; justify-content: space-between;"> Surname and first name Telephone </div> <p style="font-size: small;">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)</p>
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) <hr/> Account holder _____ into my account with _____ <hr/> IBAN _____ BIC _____
5.	The following document must be attached: Your CampusCard (if you exmatriculate before the end of the semester)
6.	I confirm that the information I have provided is true and complete. <hr/> Town/city and date _____ Signature _____

NB this field is to be completed by the Registrar's Office	Ex-matriculation certificate		Date of 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.

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.