



Application for deregistration

Family name, given name.: _____

Degree programme: _____ Student ID number.: _____

Address: _____

Deregistration means that a student ceases to be a member of the University (see § 62 of the Baden-Württemberg State Law on Higher Education). An official notification is issued or a certificate is drawn up to confirm the deregistration. In the case of students who are subject to statutory health insurance the University must inform the relevant health insurance provider about the deregistration. Deregistration usually comes into effect at the end of the semester in which it is issued. Retrospective deregistration is not allowed. It may be issued with immediate effect if there are particular reasons

I apply for deregistration:

at the end of Summer Semester 20_____

at the end of Winter Semester 20_____/_____

with immediate effect. Deregistration with immediate effect can only be issued if there are particular reasons and after the student's ID card has been given in to the Student Office (StudienServiceCenter).

Reasons for deregistration (please tick):

I am giving up my studies

I am changing to another University

I have completed my degree programme (have satisfied all deregistration requirements)

Other reasons: _____

If you have already printed out a Certificate of Registration (Studienbescheinigung) for the current semester, you must give this in to the Student Office (StudienServiceCenter) together with your student ID card (Studierendenausweis).

I am aware that I am obliged to inform any offices which have already received a Certificate of Registration about my deregistration. The deregistration is not valid until such time as all documents (application, confirmations and student ID) have been received by the Student Office (StudienServiceCenter).

Please collect signatures from the following offices so that your deregistration can be processed:

Office	Where	Confirmation of ...	Date and signature from the office
Learning Centre (counter)	Building 3	Return of all media / material/books /payment of fees	
Materials issue (only for students in the School of Applied Chemistry)	Building 2, room 121 Ms. Ninkov	Return of key and other outstanding items	
INF ServiceDesk (only for students in the School of Informatics)	Building 9, room 134 Mr. Pfeiffer	Return of media / material etc.	

Please enter your bank account details below so that any overpayments of tuition fees / administration fee / contribution to the Constituted Student Body can be returned to you.

Please note that for repayment of the Social Fee (Studierendenwerkbeitrag) you must apply directly to the Association for Student Affairs (Studierendenwerk).

IBAN	
BIC	
Accountholder	
Name of bank	

I affirm that the information given here is complete and correct.

Date _____ Signature _____

Please return this form to the Student Office (StudienServiceCenter),
Building 3, room 004
Reutlingen University, Alteburgstraße 150, 72762 Reutlingen, Germany

For internal use only:

Office	Possible date of deregistration	Date and signature from the office
Central Examination Office (Ms. G. Bothor/Ms. Fauser-Meinhardt)		
Examination Office IMX (Ms. Minnig)		
Examination Office MBA (PT/FT) (Ms. Hartmann)		