



An die
Universität Konstanz
Abteilung Studium und Lehre
Studierenden-Service-Zentrum
78457 Konstanz
GERMANY

Contact
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Email via contact form:
www.uni.kn/en/study/get-in-touch

Application for exmatriculation

Surname, first name:		Student-ID-no.:	01/
Address (street, post-code, city):			
Phone/mobile/email:			

Important: Please check off the applicable and enclose all required documents!
Legal basis: § 62 State University Law (LHG) in connection with
§ 13 Statute for Matriculation and Enrolment of the University of Konstanz (ZImmO)

I apply for my exmatriculation according to for the following reason:

- Completion of studies after passed examination or completion of the last exam
- Only courses of studies with state examination (Staatsexamen) in teacher studies:
exmatriculation after receipt of the admission to all parts of the state examination
- Abandonment of studies
- Change of university
- Termination after failed resp. irrevocably failed examination
- Completion of short-term studies
- Interruption
- Attending for "Bundesfreiwilligendienst" or alternative national service
- Other reasons (please select only when no other reason applies)

My exmatriculation is to be effected:

- to the end of Summer Semester:

20 ____

- to the end of Winter Semester:

20 ____ / 20 ____

- with immediate effect from the (date):

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(e.g. due to start of employment, teacher traineeship etc.)

Please turn over!

Verifications for exmatriculation: – Without these there is no possibility for exmatriculation –

Confirmation of relief:

Circulation support at the Library's Info-Centre

Level B 4, phone: +49 7531 88-2884

Please call the library directly to get the confirmation of relief, if you are not here to apply for the stamp yourself!

Date, office stamp and signature

Advice: Please save your data before your exmatriculation (e.g. RefWorks, still open interlendings)

For students of Biology/Chemistry/Physics

Department Office for Biology
Room M 605, phone: +49 7531 88-2304

Department Office for Chemistry
Room L 801, phone: +49 7531 88-2594

Department Office for Physics
Room P 618, phone: +49 7531 88-4015 or -2415

Date, office stamp and signature

In case of exmatriculation with immediate effect in the current semester or if you are already re-registered for the following semester:

My student-ID-card and/or the current transfer record (= "Datenkontrollblatt") are enclosed, inclusive the current semester sticker in the original.

I am hereby aware of the fact that...

- I am not allowed to exmatriculate until I completed my last exam, including a necessary re-examination (§ 1 para. 2 ZImmO); in study courses with final degree 1st State Examination for teacher training resp. 1st State Examination in Law I am not allowed to exmatriculate until I have the admission of the appropriate State Examination Office for all parts of the state examination,
- as a recipient of BAföG I am obligated to inform the Seezeit Association of Student Services and the BAföG office about the exmatriculation immediately (§ 60 para. 1 First Book of Social Code),
- in case I worked as a student assistant at the University of Konstanz, I have to inform the responsible staff department immediately and unrequested about my exmatriculation, because the employment has to be cancel at the latest with your exmatriculation (§ 57 sentence 2 LHG).
- the complete refunding of already paid fees and contributions is only possible, if I exmatriculate within one month after beginning of the lecture period with immediate effect (§ 12 para. 3 sentence 1 State University Law for Fees, the Statute for Contribution of Seezeit Association for Student Services and the Statute for Contribution of the General Student's Committee at the University of Konstanz).

I assure the completeness and accuracy of my statements.

.....
City, date

X
.....
Your signature

Interne Bearbeitungsvermerke:

Last Update: November 2017

1. Bearbeitung des Antrags
2. Bescheinigungen ausgehändigt / übersandt
3. Zur Studierendendakte

Handzeichen: _____

Datum: _____