universität koblenz
weiter:denken

Application of Exmatriculation

The application should be forwarded to:

Universität Koblenz
-Studierendensekretariat-
Universitätsstraße 1
56070 Koblenz

Visitor's address:

Bahnhofstraße 32
56068 Koblenz

Instructions:
Deregistration generally takes place at the end of the semester (September 30 for the summer semester, March 31 for the winter semester). We kindly ask you to refrain from making telephone or email inquiries regarding the processing status of your application.

Name

First name **Matriculation No.**

Phone during the day (for further inquiries) **E-Mail address** (for further inquiries)

☐ I submit my exmatriculation for the **end of the summer semester** **end of the winter semester**

☐ with effect from _____ (e.g. to begin an apprenticeship or for an application for social payments)
(In case of application for a specific date it is urgently necessary to send back your UniCard – if issued)

Reason for exmatriculation:

☐ End of studies after successful examination

Course of studies **Last examination date**

☐ suspension of studies
☐ change of university
☐ discontinuance of studies
☐ definite discontinuance, final examinations failed
☐ other reasons

Please enclose the following documents to your application:

- **certificate of release from the library** (absolutely necessary, even though no books have been borrowed); **please do not include your user's card of the library**
- **a sufficiently stamped window envelope** (long size)

If the above mentioned enclosures are not completely turned in, your application cannot be processed.

_____ _____
location, date signature