

## Application for Exmatriculation

Surname:

First name:

Matriculation-no.:

For what reason do you wish to exmatriculate?

On which date would you like to exmatriculate?

(You can either choose a specific date or the end date of the current semester: summer semester: 30.09. or winter semester: 31.03.)

University property (e.g. books, keys, clothing, etc.) must be returned. Special note of the library: Returning borrowed media and paying outstanding fees is mandatory. The library card will be blocked on the day of exmatriculation.

**This application form must be submitted in person, by post or by fax.** If you send it via your “@uni-bielefeld.de e-mail address”, the Student Office will also accept it in electronic form as a .PDF file.

I confirm that my above given information is correct and complete.

Date:

Signature:

**After the processing of your application by the Student Office, the exmatriculation certificate can be retrieved and printed out from the Application- and Statusportal.**

Please note that you must return your UniCard/student card after finishing your studies.

If you already paid the semester fee for the next semester, you can submit an application for refund at the Student Office. (Only possible, if the UniCard has not been validated yet). If you apply for exmatriculation after the start of the semester (at the latest by 15.05. (summer semester) or 15.11. (winter semester), a refund is only possible in very specific cases.

### Reimbursement of the Semester Fee

**Until the beginning of the semester** (31.03., 30.09.) the Student Office will reimburse the full semester fee. If the UniCard has already been validated, it must be collected by the Student Office.

**From the beginning of the semester** (01.04., 01.10.) Students will receive a proportionate refund from the Student Office and the AStA [Student Union], if the UniCard is **not** validated and either no study and examination credits were earned

(confirmation/signature by the examination office, stamp of the examination office)

or students submit the admission letter from another university (proof is provided by the corresponding letter of admission).

Deadlines are 15.05. for the summer semester or 15.11. for the winter semester.

The AStA refunds the NRW-Ticket proportionally, the Student Office refunds the remaining amount.

Once the UniCard has been validated, only the AStA refunds the amount for the tickets and the refunding of the contribution of the Studierendenwerk [Association for Student Affairs] is no longer possible.

**Please note that applications for reimbursement can only be made within three years (see § 195 Bürgerliches Gesetzbuch) after the end of the semester in which the corresponding applications for exmatriculation or leave of absence were submitted before the deadlines.**