



University of Cologne
International Office
Albertus-Magnus-Platz
50923 Cologne

Application for removal from the student register

Your student registration number: [grid]

I,

Last name [grid]

First name [grid]

Street, number [grid]

Postcode,city [grid]

hereby apply for removal from the student register at the University of Cologne in accordance with § 10 of the Enrolment Regulations of the University of Cologne.

- at the end of winter semester
at the end of summer semester
with immediate effect

for one of the following reasons:

- [10] Degree course completed
[40] Change of university
[60] Abandoning or interrupting university studies
[81] Doctorate
[85] Other reasons

Only for newly enrolled students who fail to take up studies

- [84] Withdrawal
Waiver

Please send us your application together with your student ID or your identity card/passport by e-mail zulassung@verw.uni-koeln.de

In case of exmatriculation at the end of the semester, a refund of the semester fee is only possible UNTIL the beginning of the semester (30 September* for the summer semester or 31 March* for the winter semester) (*cut-off deadline). The semester fee will not be refunded when the application for exmatriculation is submitted after the respective semester has started (1 April / 1 October). After the start of the semester, the Hardship Clause Board of the General Students' Committee (AStA) decides whether the share of the semester ticket may be refunded.

I confirm that I do not owe any fees to the university and city library of Cologne and that I have returned any books that I borrowed.

On the occasion of my exmatriculation, my information will be forwarded to the Landesamt für Datenverarbeitung und Statistik NRW [Department of the State of NRW for Data Processing and Statistics]. I have taken note of the exact designation of the information and the legal basis for their transfer printed on the back of this form.

Date and signature of the student

Date and signature International Affairs



Important notice:

Prior to your removal from the register you have to return and pay any fees for the books that you borrowed from the university and city library. After removal from the register you may continue to use the library of the university and city of Cologne until you have finished your exam, when you present a certificate that you are in the exam stage.

The certificate of exmatriculation and a certificate for the purposes of statutory pension insurance covering the period of higher education are available for you to print out in the KLIPS 2.0 Self Service for one year from the date of exmatriculation.

Please note:

We recommend that you settle your health and pension insurance affairs immediately following the removal from the students' register or when you have finished your studies.

Forwarding information to the *Landesamt für Datenverarbeitung und Statistik NRW*

On the occasion of your removal from the students' register the following information will be forwarded to the *Landesamt für Datenverarbeitung und Statistik NRW* [Department of the State of NRW for Data Processing and Statistics]:

Student registration number, last name, first name, birth name (if applicable), country of place of birth, sex, nationality, reason for leave; effective date of removal from the students' register.

Legal basis:

The survey is made on the basis of the University Statistics Act (*Hochschulstatistikgesetz-HStatG*) of 02.11.1990 (Federal Gazette I p. 2414) in connection with the Federal Statistics Act (*Bundesstatistikgesetz-BStatG*) of 22.01.1987 (Federal Gazette I p. 462, 565) as amended by Article 2 of the Act of 17.12.1990 (Federal Gazette I p. 2837)

We explicitly point out that your membership with the University of Cologne ends on the date of application for removal from the students' register when you apply for removal with immediate effect.

Your Deutschlandsemesterticket and your right to use certificates of enrolment for concessions will expire when you de-register. Failure to do so may make you liable to prosecution.

In the case of exmatriculation, this applies with immediate effect from the day the application is submitted; in the case of exmatriculation at the end of the semester, this applies at the end of the semester (31 March for a winter semester or 30 September for a summer semester).

*Cut-off deadline: The date of the receipt stamp (or the date of the online application) shall apply. If the deadline falls on a Sunday or public holiday, the deadline shall not be extended until the end of the following working day, in deviation from the provisions of the German Civil Code (§ 31 (3) sentence 2 of the Administrative Procedure Act for the State of North Rhine-Westphalia - VwVfG NRW).