



## Deregistration Request Form

### **For your information:**

- Retrospective deregistration is not possible, i.e. deregistration can take place at the earliest on the day on which deregistration is requested at the Students' Registration Office (received per post). **Withdrawal of de-registration is excluded.**
- Once you have successfully exmatriculated, you will find the certificate of exmatricultation in the Student Services section of the University of Rostock's Online Portal. You have access to the certificates stored in the Student Service for 30 days after exmatricultation. Please save your certificates in time.
- If you still have books, media etc. on loan from University Library, please do not forget to return them.
- If you have already re-registered for the upcoming semester, you must hand in your student ID card (only if prior to start of semester). The semester fee will be refunded upon application.
- The Deregistration Request Form must be submitted to the Students' Registration Office in person during office hours, via email or via post.

### **Information from the relevant examination office:**

- Please report to your study office/examination office if registered examinations are still to be completed. Otherwise, a final withdrawal from the examination will automatically take place (RPO-Ba/Ma § 14 (4) or RPO-LA § 20 (4)). You can also obtain proof of previous performance there.

Student ID no.:           Date of deregistration: \_\_\_\_\_

Degree course: \_\_\_\_\_

Surname, Given name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Private e-mail address: \_\_\_\_\_

Reason for deregistration (please check the relevant reason, if applicable enter the number)	No.	
Completion of studies after passing examinations Date of final examination: _____	1	
Examination not completed yet	2	
End of studies with no examination, as no longer possible	3	
Change of university	4	
Period of voluntary military service or Federal Volunteer Service	5	
Dropping out or taking a break from studies	6	
Deregistration by the University due to failure to re-register or lack of health insurance	7	
End of studies after failing examinations/interim examination at final attempt	8	
Other reasons [change of degree course (91), no longer interested in course content (92), career and job market-related reasons (93), lack of financial funds (94), subject-related reasons (95), family reasons (96), health reasons (97)]	9	

The collection and subsequent processing of personal details correspond with the data protection provisions stipulated in Mecklenburg-Vorpommern's *Landesdatenschutzgesetz* - DSGVO (State Data Protection Act) of 22 May 2018 and the Statutes for the Processing of Personal Data of Students and Doctoral Candidates at the University of Rostock of 3 April 2018.

\_\_\_\_\_  
Town, Date

\_\_\_\_\_  
Signature of person requesting deregistration