



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).
- You must prove that you have **deregistered** from the **Faculty / Department (Student or Examination Office)**. Please use the reverse of this form for this purpose.
- does not apply to students of Human Medicine and Medical Biotechnology -
- Deregistration from the **IT and Media Centre (ITMZ)** is only necessary if you have been issued with a smart card by ITMZ.
- 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 Deregistration Request Form must be submitted to the Students' Registration Office via email or via post, together with a stamped and addressed envelope.

Information from the relevant examination office:

- If you have already formally registered for an examination, the resulting **relationship governed by the examination regulations** must be completed in full. Deregistration does not waive your obligation to sit the examination. For any queries, please contact the relevant examination office.

Student ID no.:

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Date of deregistration: _____

Degree course: _____

Surname, Given name(s): _____

Address: _____

Telephone no.:

email 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 - DSG M-V (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

Deregistration from the faculty / department (student office or examination office)
(does not apply to students of Human Medicine and Medical Biotechnology)

on : _____

Signature/Stamp

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Deregistration from the IT and Media Centre
(only applies to students who have been issued with a smart card)

on : _____

Signature/Stamp

Bearbeitungsvermerk: (only to be filled in by Students' Registration Office)

Postausgang:

abgeholt am:

Erfassung im d3