University of Cologne

The Chancellor International Office



Ex

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

Application for removal from the student register																					
Please enter your student registration number:																					
I,																					
Last name																					
First name																					
Street																					
Post code, place																					
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 summer semester □ at the end of summer semester □ with immediate effect for one of the following reasons: □ [10] Degree course completed (enclose copy of the degree) □ [40] Change of university □ [60] Abandoning or interrupting university studies □ [81] Doctorate □ [85] Other reasons																					
Only for newly enroled students who fail to take up studies [84] Withdrawal Waiver																					
Please note that you must present your student ID card (UCCard) or your identity card/passport when applying for exmatriculation.																					
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 (reference date 1 April for the summer semester and 1 October for the winter semester). 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 of the International Office											

Please read the notes on the back hereof

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 notice of your removal from the students' register and a certificate for statutory pension insurance for the time spent at the university will be sent to you when your application has been processed

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.

This means that your right to use the student identity card as a ticket within the sphere of applicability of the NRW ticket or to use certificates of study in order to obtain benefits lapses as of this date.

This applies in the case of exmatriculation with immediate effect from the day of application, and in the case of exmatriculation at the end of the semester 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).