

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).