



## Withdrawal Application (or cancelling enrolment prior to the start of the semester)

### Personal data

last name, first name	enrolment number
street name and house number	postal code, city

### Reason for withdrawal

- 02 Interruption of your studies**
- 03 Ending your studies without examinations because they were no longer possible**  
(e.g. due to cancellation of a programme of study, amendments to examination regulations)
- 04 Transferring to a different higher education institution within Germany** (for transferring to a university abroad, see 06)
- 05 Completing volunteer service**
- 06 Withdrawing from your studies permanently**
- 66 Short-term enrolment (exchange programme)**
- 09 Other reasons (please also select if you finished your studies or failed on the final attempt)**
- 99 Cancelling enrolment prior to the start of the semester**

### Date of withdrawal

The last day of enrolment will be ..

Withdrawal cannot be carried out prior to submission of the present application (no retroactive adjustments can be made). It is possible to set a date for withdrawal in the future (e.g. to take effect at the end of the summer semester - 30.09. - or the end of the winter semester - 31.03.). This is especially advisable if you are transferring to a different institution, even if you will already be enrolling at the new institution (the following semester) prior to the start of the semester.

**-please see back of page-**

Please note:

The withdrawal application is to be submitted to the Student Administration Office (Studierendenkanzlei) in person or by post. **You must present or send in your Campus Card.** The only exception for sending in your Campus Card is if you are withdrawing at the end of the semester (30.09. or 31.03.) and you have not yet renewed your enrolment for the following semester. In this case, the application can be submitted by fax or e-mail.

If necessary, a representative with written authorization can do this on your behalf.

Make sure you take care of any of the following points that apply:

- Return books to the library
- Inform the Association for Student Affairs (Studentenwerk) if you receive BaföG or live in a dormitory
- Chemistry students must return their laboratory stations to the Department of Chemistry
- Return entry cards (IT Centre)

Please consult the relevant Examinations Office (Prüfungsamt) for information on the consequences of withdrawal.

If you withdraw up to one day prior to the start of lectures, the Association for Student Affairs fee and the amount paid for a semester ticket for that semester will be reimbursed. The reimbursement application form can be found on the homepage of the Student Administration Office <http://www.studierendenkanzlei.uni-bayreuth.de//de/semesterbeitrag/index.html>

\_\_\_\_\_  
Location, date

\_\_\_\_\_  
Applicant's signature

**Comments provided by the Student Administration Office – please leave blank!**

- Eingabe CO: 02, 06, 66 auf Studiengangsebene 03, 04, 05, 09, 99 auf Personenebene
- Exma nach Sembeginn und vor Vorlesungsbeginn: Eintrag Befreiung (Studwerk, Semesterticket)
- Antrag auf Rückerstattung Semesterbeitrag ausgehändigt/eingegangen
- Unterlagen zurück:  HZB  KV-Befr.
- Merkblatt zur Exmatrikulation ausgehändigt (Hinweise zu Bescheinigungen+CampusCard)
- Campus-Card neu validieren und zurück an Studierenden persönlich/per Post
- Unterlagen in D3 + Bescheinigungen für Archiv

Datum: \_\_\_\_\_

Handzeichen: \_\_\_\_\_

*The University of Bayreuth is not liable for inaccuracies or mistakes in this English translation.  
In case of doubt, the German originals are to be used in a court of law.*