

Information on printing out confirmation letters following your withdrawal/cancellation of enrolment

After your withdrawal you will need to print out the following important documents **on your own** or download and save it for future use. You will may have to present these to authorities as proof of your studies at the University of Bayreuth.

- Confirmation of Withdrawal/ Cancellation of Enrolment
- Confirmation of Course Sequence
- Pension Statement
- Confirmation of Payment (semester fee)

These printouts can be accessed via [cmlife](#) under "Studies" ("Studium"). You will still be able to access cmlife and your student e-mail-account for six months following the conclusion of your enrolment. However, we recommend that you save these documents **as soon as possible**.

You do not have to return your student ID card. Any remaining credit on your student-ID-card can be refunded at the relevant office below:

The Studentenwerk's electronic purse (for the cafeteria):

Mensa-building Campus-Card-Service-Office, Ms. Müller (Administrative wing of Mensa-Building/Mensa attendant's area)
Monday – Friday 9:00 a. m. to noon

The University's electronic purse (for copy machines):

Kai Sehr: ZUV, 3rd floor, hallway on the right, Room 3.22, (Phone: 0921/55-5326; only for appointments for credit refund; no further information)
Tues.-Thurs., 9:30 a.m. - noon

Yours faithfully,

Student Administration Office