

Information for your withdrawal/cancellation of enrolment

Confirmation:

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.

If necessary, still to be done:

- 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

Student-ID-Card:

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:

- Credit balance SWO (canteen, cafeteria)
Campus-Card-Service-Office in Mensa-Administration-Building/ Delivery-Bikeway
(Monday – Friday 9:00 a. m. to noon) or **"Frischraum"**
- Credit balance UBT (copies, library, etc)
Kai Sehr: ZUV, 3rd floor, hallway on the right, Room 3.22 (Tues.-Thurs. 9:30 a.m. – noon)
Phone: 0921/55-5326; only for appointments for credit refund; no further information

Yours faithfully,

Student Administration Office