universität freiburg

Student Service Center, Sedanstraße 6, 79098 Freiburg i.Br.

Application for disenrolment at the end of _____ semester 20_____

Registration number _____

Account number University Library (UB) _____

Last name, First name _____

Street, House no. _____

Postal code, City _____

Disenrolment can be done in writing or in person at the Registrar's Office during office hours.
https://ufr.link/studsek

Please include the following documents with your application for disenrolment:

- Discharge stamp of the university library (see below)
- You are obliged to return your UniCard to the Registrar's Office (Studierendensekretariat) as soon as your de-registration becomes effective (the payment of existing credit must be requested in advance from the Mensa)
- Indication of your bank details (if the re-registration for the next semester has already been completed and the disenrolment is to take place subsequently)

Reason for disenrolment:

(Please mark with a cross where applicable)

- ○ Termination of studies with completion of degree
- ○ Termination of studies without completion of degree
- ○ Termination after irrevocable failure of a final examination
- ○ Interruption of studies
- ○ Change of University
- ○ Conscription into military or community service
- ○ Final abandonment of studies
- ○ Other reason

Only fill out if you have already re-registered:

IBAN:

BIC:

Name of bank/location:

Holder of account:

Important information on reimbursement of already paid fees for students disenroling after having already re-registered for the current semester:

The social fee of 103 euros is reimbursed if the student disenroles **before** the beginning of the semester (1 April or 1 Oct.).
The administration fee of 70,- Euro, the fee for the constituting student body of 7,- Euro and possibly paid tuition fees will be refunded in case of disenrolment within one month after the beginning of the lecture period

Information for students who are in a legal examination relationship

Although membership of the university ends upon de-registration, de-registration does not end an existing examination relationship. Regardless of de-registration, an examination once begun must therefore be completed. The legal examination relationship is only terminated when the examination is passed or finally failed. The Examination Offices are responsible for questions concerning the legal examination relationship.

Release stamps

University Library
Circulation Department

Note on Data security

The data of students ans disenrolments are collected, stored, processed and – if the relevant legal requiremenmts are met – passed on (§ 12 State University Act, § 9 State Data Protection Act and § 10 of the Regulation oft he Ministry of Science and Research on the collection and processing of personal data.

Location_____ on _____ Signature_____