

## APPLICATION TO DE-REGISTER

(Fees can only be refunded up to one month after the start of the lecture period.)

**Please note:** If you de-register during a semester, you have to hand in your Student ID Card.

.....  
Surname, First Name

Date of Birth

Study Program/ Student ID No

I will finish my studies at Hochschule Ravensburg-Weingarten on ..... (Date) for the following reason:

- Completion of studies after passing the final degree examinations
- Completion of studies with final degree examinations still to be taken
- Giving up studies
- Transferal to another university
- Transferal to another study program at RWU
- End of exchange semester (Erasmus)
- Conscription to military service or community service
- Loss of right to take exams/ exclusion
- No re-registration
- Other reasons, .....

- I agree to the storage of my address beyond de-registration for the purpose of graduate support. I must not suffer any disadvantages as a result of the storage.

\_\_\_\_\_  
Place/ Date

\_\_\_\_\_  
Signature

### **Important note for applicants**

1. The issuance of your degree certificate and de-registration certificate is only possible, if you have obtained the signatures for the discharge (see reverse side).

2. With your de-registration our IT department will delete all your accounts, external accesses, emails, as well as files created by you (programs, documents, etc.) on all university computers and servers at the end of the semester, after 6 months at the latest.

### **Degree Certificate**

- I wish to receive my degree certificate by post.
- I wish to collect my degree certificate in person. Kindly inform me via email: .....

The official certificate will be presented at the graduation ceremony.

### **Acknowledgement of receipt**

I confirm, that I have received the following documents:

- Certificate
- Certificate of Completion
- Diploma Supplement
- De-Registration Certificate
- Transcript of Records

\_\_\_\_\_  
Place/ Date

\_\_\_\_\_  
Signature

.....  
Surname, First Name

.....  
Date of Birth

.....  
Study Program/ Student ID No

**The following signatures of discharge must be obtained from the applicant:**

- |   |            |            |
|---|------------|------------|
| <b>1. University Library</b> (Fruchtkasten)                         | date ..... | sign. .... |
| <b>2. Dean of Study</b> (only B.A. Mediendesign)                    | date ..... | sign. .... |
| <b>3. Dean</b> (when giving up studies/ transferal to another uni.) | date ..... | sign. .... |
| <b>4. International Office</b> (only international students)        | date ..... | sign. .... |
| <b>5. Technical Operation's Office</b> (H 042)                      | date ..... | sign. .... |
| <b>6. Examination Office</b> (H 023)                                | date ..... | sign. .... |
| <b>7. Admission Office</b> (H 022)                                  | date ..... | sign. .... |
| De-Registration Certificate   | .....      | .....      |

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Bearbeitungsvermerke (to be filled in by Hochschule Ravensburg – Weingarten only)

**vom Prüfungsamt auszufüllen**

- Exmatrikulationsbescheinigung
- Urkunde
- Abschlusszeugnis
- Diploma Supplement
- Transcript of Records

zugesandt: am ..... von .....

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**vom Zulassungsamt auszufüllen**

- Exmatrikulationsbescheinigung

zugesandt: am ..... von .....

- KV befreit
- KV nicht abgemeldet, da .....
- KV abgemeldet  
Krankenkasse, Ort .....