Hochschule
Bonn-Rhein-Sieg
University of Applied Sciences

Attention:

Starting with the re-registration period for our winter semester 2026/27 you have to submit your application for re-registration via our students portal APOLLO in the follow-ing section "Service – Applications".
We kindly ask you to submit your application for re-registration via APOLLO.
Please only use this online feature to submit your application from **15 June 2026.**

If online submission is not possible this semester because of technical issues or other reasons, you may continue to submit your application for re-registration via email as before sent to us from your university email address just as an exception. In this case you will find the form for application for re-registration below in this document.

Hochschule
Bonn-Rhein-Sieg
University of Applied Sciences

Application for De-registration

Student Services
Department 5 – Student Affairs and Student Advice Centre

Please note that fees may only be refunded **for a limited time until the start of the applicable lecture period**!
You can find the list of deadlines and the application for the refund of fees online at https://www.h-brs.de/en/cancellation-of-enrolment-for-removal-from-the-students-register

To be sent by post only to:

Hochschule Bonn-Rhein-Sieg
Student Services
Grantham-Allee 20
53757 Sankt Augustin, Germany

Personal details

Student ID number: _____ Study programme: _____

First name: _____ Surname: _____

Street + house no.: _____

Addition info (c/o, at): _____ Postcode + town/city: _____

I hereby apply for de-registration at Hochschule Bonn-Rhein-Sieg, University of Applied Sciences (H-BRS)

- ○ At the close of the summer semester 20____ (31 August)
- ○ At the close of the winter semester 20____ / 20____ (28/29 February)
- ○ With immediate effect
- ○ With effect from _____ (no earlier than the date of receipt of post at H-BRS!)

For the following reason:

- ○ Change of university within Germany
- ○ Change of study programme at Hochschule Bonn-Rhein-Sieg, University of Applied Sciences
- ○ Study break
- ○ Discontinuation of studies for good
- ○ Termination of studies after definitively failing an examination
- ○ Other reasons _____

Notes on data processing

The following data will be transferred to the NRW Regional Authority for Data Processing and Statistics connection with my de-registration: student ID number, surname, first name, birth name (if relevant), country of birth, gender, nationality, reason for de-registration, effective date of de-registration.

The data is collected on the basis of the Act on Statistics in the University Sector (Hochschulstatistikgesetz – HStatG) dated 2 November 1990 (BGB. I p. 2414), last amended by Article 3 of the Act of 7 December 2016 (BGBI. I p. 2826).

By signing overleaf, I acknowledge the exact designation of the data and the legal basis for transferring it.

Student ID card/ semester travel ticket

Upon de-registration, membership of Hochschule Bonn-Rhein-Sieg, University of Applied Sciences comes to an end. The right to use the student ID card and the semester travel ticket as well as enrolment certificates for benefits will similarly come to an end. On submitting the application I therefore also acknowledge the following obligation that applies to me:

1.) I enclose my student ID card with my application for de-registration (required on application for de-registration with immediate effect)

OR

2.) **Affirmation in lieu of oath:** I hereby affirm that I will destroy my student ID card and my semester travel ticket on the day of my de-registration under my own responsibility.

By signing I further declare that I do not owe any fees to the university library and have returned all borrowed books.

Place, date

Student's signature