

**Request for Removal from the
register of students**

summer term 20_____

winter term 20_____

(please indicate the semester)

1. Applicant details

Name.....

First name.....

Postal code/City.....

Street/no.....

Student ID no.

Study programme.....

2. Reason for removal from the register of students

Study programme interrupted or abandoned

Change of University

Change of study programme within our University

Other reasons

3. Date of removal from the register of students

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(Usually end of semester, i.e. summer 31.08, winter 28 or 29.02.)

4. Send in the request by postal service or place it in the post box in person

(removal from student registration is effective from the date of the incoming mail stamp. Notification of successful removal will be sent out by post)

5. Reimbursement of fees

Please check out the homepage information on reasons for reimbursement: www.h-brs.de/en/withdrawal-university-register

6. Exams

Please note: In case you have already registered for exams, it is your own responsibility to cancel the registration! For further questions please contact the Examinations Office

7. Student ID card

Please note!!! The student ID card must be returned to the Registrar's Office without delay as soon as your name has been officially removed from the register of students.

I hereby confirm that the information provided above is accurate and complete.

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Place and date

.....
Applicant's signature

Notes of discharge - Entlastungsvermerk (without these notes of discharge you cannot be removed from register of students)

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University Library