universität koblenz
weiter:denken

Application of Exmatriculation

The application should be forwarded to:

Universität Koblenz
-Studierendensekretariat-
Universitätsstraße 1
56070 Koblenz

Visitor's address:

Bahnhofstraße 32
56068 Koblenz

Instructions:
Ordinarily exmatriculations are put into effect at the end of the semester (30 September for the summer semester, 31 March for the winter semester). Please do not inquire neither by telephone nor by e-mail about the state of affairs in your case.

Name

First name

Matriculation No.

Phone during the day (for further inquiries)

E-Mail address (for further inquiries)

☐ I submit my exmatriculation for the **end of the summer semester** **end of the winter semester**

☐ with effect from _____ (e.g. to begin an apprenticeship or for an application for social payments)
(In case of application for a specific date it is urgently necessary to send back your UniCard – if issued)

Reason for exmatriculation:

☐ End of studies after successful examination

Course of studies

Last examination date

☐ change of university
☐ discontinuance or suspension of studies
☐ definite discontinuance, final examinations failed
☐ studies finished, examination process not yet completed
☐ other reasons

Please enclose the following to your application:

- **certificate of release from the library** (absolutely necessary, even though no books have been borrowed) **Please do <u>not include</u> your user's card of the library**
- **a stamped envelope (0,85 €) long size windowed envelope if you live in Germany**

If the above mentioned enclosures are not completely turned in, your application cannot be processed.

_____
location, date

_____
signature