

Request for de-registration

To de-register from your studies, please submit this form, completely filled out and signed, to the Student Administration Office (Studierendensekretariat) of the Department of Student Affairs.

Surname, first name

Student ID Number
(Matrikelnummer)

Year of enrolment/
study programme

Please mark the reason for de-registration below:

Reason for
de-registration

- Passed final examination⁰¹
- Dropout and abandonment of studies⁰⁶
- End of partial studies
(exchange studies)¹²
- Examination finally failed⁰⁸
- Lack of re-registration and/or lack of
health insurance⁰⁷
- Change of university⁰⁴
- Change of study programme at
HTWK Leipzig¹⁴
- Continuing Master's programme at
HTWK Leipzig⁰¹
- Examination still to be completed
or interruption of studies⁰²
- Other reasons⁰⁹

Date of
de-registration

The de-registration is
requested as of:

Processing notes by Dept. of Student Affairs:

Exmatrikulation erfolgt zum:

bearbeitet am:

durch:

Future University
only in case of change of university

Last examination in plain text: (also submission of thesis or colloquium)

Last examination
(passed or failed)

Date:

The result of the final examination was announced on:
only to be filled in if the reason for de-registration is "examination finally failed"

Current postal address

Phone number

E-mail address

Health Insurance

Name of health insurance company

Name, first name:

student ID number:

Notice: semester fee	A reimbursement of the semester fee for upcoming semesters, which not yet started, is possible. Please refer to the Student Administration Office no later than 30.09. resp. 31.03: study@htwk-leipzig.de .	
	Applications for reimbursement of the semester fee within the current semester may be submitted to the Studentenwerk Leipzig: www.studentenwerk-leipzig.de/semesterbeitragsbefreiung-und-rueckzahlung (content in German).	
De-registration in the university library <i>Dienststempel/Datum</i> <i>signature library</i>
De-registration in the Examination office <i>Dienststempel/Datum</i> <i>signature examination office</i>

I acknowledge that my email address at HTWK Leipzig will remain available for 6 months and my files on the servers of the IT Service Center for 14 days after de-registration.

I hereby bindingly declare that no university property (for example books from the library, transponders) is in my possession, including the HTWK-Card (not applicable if I continue my studies at HTWK Leipzig in another degree program).

.....
Date

.....
signature student

Issue of certificates <small>Processing notes by Dept. of Student Affairs</small>	<input type="checkbox"/> <i>Bescheinigungen zugeschickt</i>	<input type="checkbox"/> <i>HTWK-Card wurde zurückgegeben</i>
	<input type="checkbox"/> <i>persönlich ausgegeben</i>	<i>Ausgabedatum:</i>

Further notes:

- Please note that you will only receive the de-registration certificate and the certificate for purposes of the pension insurance if you de-register correctly. **It is imperative that you keep these certificates.**
- Please remember to notify all institutions that were aware of your student status (e.g. Foreigners' Authority, health insurance company, student residence) of your de-registration.

Student Administration Office, Department of Student Affairs

Eichendorffstr. 2, first floor, 04277 Leipzig

postal address:: Dezernat Studienangelegenheiten, PF 30 11 66, 04251 Leipzig

contact person: Juliane Keil, 0341-3076 6189, study@htwk-leipzig.de

Examination Office

postal address: Eichendorffstr. 14, ground floor, 04277 Leipzig

Email address: zentrales.pruefungsamt@htwk-leipzig.de



Stand: 01/2022