

Request for De-Registration



TECHNISCHE
UNIVERSITÄT
DARMSTADT

DEADLINE FOR SUBMISSION: ⇒ for de-registration at the end of summer semester = 30. September
⇒ for de-registration at the end of winter semester = 31. March

The President
The Vice President
for Academic Affairs
and Diversity

Unit Student Service
Karolinenplatz 5
64289 Darmstadt

In-Person Guidance Counseling
Karo5, Counter 2
Mo.-Thu.: 9.30 - 12.00

Service Hours - Telephone:
Mo.-Thu.: 10.00 - 15.00
Fr.: 10.00 - 13.00

Tel. +49 (0) 6151/16 - 26 999
Fax +49 (0) 6151/16 - 28 246

studierendenservice@tu-darmstadt.de

Last Name (please write legibly) First Name

Email (required) Telephone Number (optional)

Street, House, Room Number if applicable (only if this information has changed) Additional Address Information (c/o)

ZIP Code City

I HEREBY REQUEST MY DE-REGISTRATION / STUDENT ID NUMBER (MATRIKELNUMMER) → |__| |__| |__| |__| |__| |__| |__| |__|

End of Summer Semester 20____ (30.09.)

on the following date of my choosing:

End of Winter Semester 20____/____ (31.03)

..... (not retroactively)

I AM REQUESTING DE-REGISTRATION FOR THE FOLLOWING REASON: (OPTIONAL, WILL BE USED FOR STATISTICAL PURPOSES)

- | | |
|--|--|
| <input type="checkbox"/> End of studies after <u>completing examinations</u> | <input type="checkbox"/> Joining a <u>volunteer service</u> |
| <input type="checkbox"/> Transfer to <u>another university</u> | <input type="checkbox"/> <u>Withdrawal or hiatus</u> from studies |
| <input type="checkbox"/> End of <u>exchange program</u> (only for exchange and cooperation students) | <input type="checkbox"/> Transfer to a <u>technical college</u> (<i>Fachhochschule/Duale Hochschule</i>) |
| <input type="checkbox"/> Change from PhD enrolment (Immatrikulation) to PhD registration (please remember to „apply“ via TUCaN for a registration) | |

I have already paid the Semester and Administration Fees for next semester and have already received the documents relating to my studies for the next semester.

▶ **I have attached the aforementioned study-related documents for the next semester to this form.**

Your request will be automatically denied if all required documents are not attached to this request.

If this is the case, you will remain enrolled and you will not receive any special notice that this has occurred.

▶ **For reimbursement, please fill out your banking information below:** (reimbursement will take approximately 2-3 weeks).

Please take note that you will only be reimbursed after you have returned your student ID card.

Name and Location of the Bank (*German banks only!*)

Account Holder

IBAN (22 digits in length)

BIC

I ENSURE THAT I WILL:

inform all affected parties (i.e. BAföG office, child allowance office, etc.) that I will no longer be enrolled as a student at TU Darmstadt.

I KNOW THAT:

Examination procedures will not be ended via my de-registration. This means that **examination deadlines will be unaffected**. If I am registered to take examinations, I will have to de-register from these examinations myself. If I do not de-register from these examinations, and I decide to not attend them, my non-attendance will lead to an unexcused failure of the examination. More information can be found through your office of student affairs (*Studienbüro*).

If I choose to de-register on a date of my choosing, instead of at the end of a semester, my semester ticket will be invalid on the date of my de-registration. Misuse of the semester ticket is a criminal offense.

DATE

X

SIGNATURE

X

(if under 18 years of age, additional signature of parent or guardian is required)

To be filled out by TU DA (Studsek): Unterl. fehlen → Antr. abgelehnt | Unterl. vollst. (liegen d. Antr. bei), Exma am _____, bearbeitet _____

To be filled out by TU DA (Beitrag): _____ €, zurück am _____, bearbeitet _____

The above information will be used for the purpose of updating the above student's personal data. The legal basis for the processing of this data is §6 Section 1(e) of the General Data Protection Regulation (GDPR), in addition to §14 of the Hessian Enrolment Regulation (HlMV) (Hessische Immatrikulationsverordnung). More information from TU Darmstadt's Data Protection Officer can be found at www.tu-darmstadt.de/datenschutz (only in German)