

University of Cologne
The Chancellor
International Office



University of Cologne
International Office
Albertus-Magnus-Platz
50923 Cologne

Application for removal from the student register

Please enter your student registration number:

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I,

Last name

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First name

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Street

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Post code, place

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hereby apply for removal from the student register at the University of Cologne

at the end of winter semester _____ / _____

at the end of summer semester _____

with immediate effect*

- for one of the following reasons:
- Degree course completed (enclose copy of the degree)
 - Change of university
 - Abandoning or interrupting university studies
 - Doctorate
 - Call-up to military or civilian service or »Bundesfreiwilligendienst«
 - Other reasons

Only for newly enrolled students who fail to take up studies

Withdrawal

Where the removal from the register takes immediate effect, you are required to return the student identity card for the current semester. If you do not have it, please refer to the notes on the back under the heading "Confirmation".

In case of removal from the register at the end of the semester, a refund of the semester fee is only possible until the beginning of the semester (30 September for the summer semester or 31 March for the winter semester). The semester fee will not be refunded when the application for removal from the students' register is submitted after the respective semester has started (reference date 1 April for the summer semester and 1 October for the winter semester). After the start of the semester, the Hardship Clause Board of the General Students' Committee (AStA) decides whether the share of the semester ticket may be refunded.

I confirm that I do not owe any fees to the university and city library of Cologne and that I have returned any books that I borrowed.

On the occasion of my removal from the register, my information will be forwarded to the *Landesamt für Datenverarbeitung und Statistik NRW* [Department of the State of NRW for Data Processing and Statistics]. I have taken note of the exact designation of the information and the legal basis for their transfer printed on the back of this form.

Date and signature of the student

Date and signature of the International Office

Please read the notes on the back hereof

Important notice:

Prior to your removal from the register you have to return and pay any fees for the books that you borrowed from the university and city library. After removal from the register you may continue to use the library of the university and city of Cologne until you have finished your exam, when you present a certificate that you are in the exam stage.

The notice of your removal from the students' register and a certificate for statutory pension insurance for the time spent at the university will be sent to you when your application has been processed

Please note: We recommend that you settle your health and pension insurance affairs immediately following the removal from the students' register or when you have finished your studies.

Forwarding information to the *Landesamt für Datenverarbeitung und Statistik NRW*

On the occasion of your removal from the students' register the following information will be forwarded to the *Landesamt für Datenverarbeitung und Statistik NRW* [Department of the State of NRW for Data Processing and Statistics]:

Student registration number, last name, first name, birth name (if applicable), country of place of birth, sex, nationality, reason for leave; effective date of removal from the students' register.

Legal basis:

The survey is made on the basis of the University Statistics Act (*Hochschulstatistikgesetz-HStatG*) of 02.11.1990 (Federal Gazette I p. 2414) in connection with the Federal Statistics Act (*Bundesstatistikgesetz-BStatG*) of 22.01.1987 (Federal Gazette I p. 462, 565) as amended by Article 2 of the Act of 17.12. 1990 (Federal Gazette I p. 2837)

We explicitly point out that your membership with the University of Cologne ends on the date of application for removal from the students' register when you apply for removal with immediate effect. This means that your right to use the student identity card as a ticket within the sphere of applicability of the NRW ticket or to use certificates of study in order to obtain benefits lapses as of this date.

Statement:

I guarantee that I am no longer in possession of my current student identity card.

Place, date

Student's signature