

**EXMATRICULATION APPLICATION**

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| **To the admission and examination office****of the University of Applied Sciences Emden/Leer**Please select your place of study | **Note:** If you have received BAfög, please inform the BAfög office of your exmatriculation date without delay to avoid any overpayments! |

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| **I hereby apply to exmatriculate**[ ]  on Please select date[ ]  on the date of the final examination Please select date |
| **Warning!** | If you do not enter a date, you will be exmatriculated on the date the application is received. It is not possible to backdate your exmatriculation! |

**The Campus card must be enclosed!**

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| Matriculation number: |       |
| Study programme: |       |
| Surname, first name: |       |
| Date of birth: |       | Place of birth: |       |
| Nationality: |       | Telephone number: |       |
| Street, house no.: |       |
| Postcode, town/city: |       |
| Email address: |       |

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| For the reimbursement of any credit in your account: |
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| Account holder: (if this is different) |       |
| IBAN no.: |       |      |       |      |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| BIC code: |       |
| Bank: |       |

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| **Reason for exmatriculation:** (Please cross as applicable) |
|[ ]  Termination of study after passing the final examination on: Please select date |
|[ ]  Termination after definitively not passing the examination |
|[ ]  Temporary abandonment of studies |
|[ ]  Switching universities |
|[ ]  Start of voluntary service |
|[ ]  Definitive abandonment of studies |
|[ ]  Other |

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| Place, date |  | Signature of applicant |

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| **University of Applied Sciences Emden/Leer processing note:** |
| Reverse transfer amount: |  |  | EUR |
| Factually correct:  |  |  |
|  | (Place/date/signature) |

**Discharge confirmations**

(Please obtain – without the discharge confirmations, the exmatriculation will not be completed!)

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| University library | Keys, door cards | Laboratory engineerLaboratory manager | Transponder(Only E+I and energy efficiency) |
| Janitor(09.30-10 a.m, Room T 64) | SSC(Mon-Thurs 9 a.m-4 p.m, Fri 9 a.m-12 p.m) |