

**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 engineer  Laboratory 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) |