

Application for exmatriculation

Student ID

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Personal Information

Last Name

First Name

Date of Birth

Private Address

Street

Postal Code / City

Phone / Fax

Email

Study Period

Duration

Degree Program

Exmatriculation

Reason for Exmatriculation: ☐ Change of University (04)

☐ Voluntary Service (05)

☐ Final Withdrawal from Studies (06)

☐ Missing Re-registration (07)

☐ Final Failure (08)

☐ Other (09) _____

(Reasons such as family, work, etc.)

Exmatriculation as of:

Please inform us if your address changes. Thank you!

Place, Date

Signature

Last, First Name: _____ Student ID: _____

Information on Exmatriculation

Exmatriculation takes place at the Student Administration Office.

Please address any questions via email (ssz@hs-schmalkalden.de) or, if necessary, during a personal appointment at the Student Service Zone in the Student Administration Office. For more information: www.hs-schmalkalden.de/ssz.

Exmatriculation refers to the removal from the list of students (matriculation). Those who are exmatriculated are no longer considered students. **Normally, one is exmatriculated when the studies are completed properly with the final examination – the studies are then considered finished.**

Students who wish to leave their university early (discontinue their studies) can voluntarily apply for exmatriculation.

However, there can also be a so-called **compulsory exmatriculation**. This can occur for a number of reasons, such as if the semester fee is not paid within the prescribed deadline or if examinations are failed definitively.

Deadlines:

Exmatriculation is possible on any date within a semester (but not retroactively for the previous semester), although it is advisable to do so at the end of a semester.

Exmatriculation at the end of the winter semester is possible until March 31, and at the end of the summer semester until September 30. If you have already re-registered for the following semester and exmatriculate within the specified deadlines, you will receive a refund of the semester fee. Corresponding applications for a refund are available at the Student Office and must be submitted together with the application for exmatriculation. The Thoska card must be presented if re-registration has already occurred.

Other:

Students must be enrolled at the university when registering for examinations and throughout the entire examination period.

In the case of changing degree programs within the university, exmatriculation is not necessary, instead, a change of degree program must be applied for.

Procedure:

Before exmatriculation, all students must have their signatures confirmed by the following offices to verify that there are no outstanding claims from them:

- Library
- Faculty
- Department 5 / Facility Management
(House G, Room 111)
- Student Administration Office
(House A, Room 0001)