



An die
Universität Konstanz
Abteilung Studium und Lehre
Studierenden-Service-Zentrum
78457 Konstanz
GERMANY

Contact

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www.uni.kn/en/study/get-in-touch

Application for exmatriculation

Surname, first name:		Student-ID-no.:	01/
Address (street, post-code, city):			
Phone/mobile/email:			

Important: Please check off the applicable and enclose all required documents!
Legal basis: § 62 State University Law (LHG) in connection with
§ 13 Statute for Matriculation and Enrolment of the University of Konstanz (ZImmO)

I apply for my exmatriculation according to for the following reason:

- Completion of studies after passed examination or completion of the last exam
- Only courses of studies with state examination (Staatsexamen) in teacher studies:
exmatriculation after receipt of the admission to all parts of the state examination
- Abandonment of studies
- Change of university
- Termination after failed resp. irrevocably failed examination
- Completion of short-term studies
- Interruption
- Attending for "Bundesfreiwilligendienst" or alternative national service
- Other reasons (please select only when no other reason applies)

My exmatriculation is to be effected:

- to the end of Summer Semester: **20** _____
- to the end of Winter Semester: **20** _____ / **20** _____
- with immediate effect from the (date): _____
(e.g. due to start of employment, teacher traineeship etc.)

Confirmation of relief and verifications for exmatriculation:

– Without these there is no possibility for exmatriculation –

- Circulation support in the Library Information Centre (KIM), Level B 4, phone: +49 7531 88-2884**

If you are not on site, you are welcome to apply for relief request by email: ausleihservice.kim@uni-konstanz.de

Date, office stamp and signature

For students of Biology/Chemistry/Physics

Department Office for Biology
 Room M 604, phone: +49 7531 88-3932
 Department Office for Chemistry
 Room L 801, phone: +49 7531 88-2594
 Department Office for Physics
 Room P 618, phone: +49 7531 88-4015 or -2415

Date, office stamp and signature

Application for data storage according to § 12 para. 8 sentence 4 LHG:

I request the storage of my data mentioned in § 12 para. 8 LHG for a period of 50 years **for the purpose of issuing replacement documents.**

Since 2022, the state legislator has stipulated that consent must be given for the storage of student data beyond the end of their membership at the University of Konstanz (exmatriculation). Without such consent, we are legally obliged to *"immediately delete"* the student data as a rule after the end of membership, but at the latest after completion of the examination procedure (cf. § 12 para. 8 sentences 1 and 2 LHG). As a rule, this is the case from one month after a de-registration notice becomes valid. This applies regardless of whether you have been exmatriculated ex officio or on the basis of your own application.

We would like to strongly recommend that you give us this consent by ticking the box above.

Reasons: Without the data, we would no longer be able to issue you with certificates of any kind in connection with your previous studies or the course of your studies with us (e.g. in the context of a change of university, in connection with a later re-enrolment in a Master's programme or taking up a doctorate). Furthermore, we would no longer be able to issue you with replacement documents (e.g. examination certificates, transcript of records) if these were to be lost, e.g. during a move, or destroyed due to force majeure. Finally, you would run the risk of no longer being able to provide the certificates required for submission to the statutory pension insurance in connection with the clarification of periods of study at the end of your working life at the latest, which could lead to considerable financial losses.

In case of exmatriculation with immediate effect in the current semester or if you are already re-registered for the following semester:

My student-ID-card and/or the current transfer record (= "Datenkontrollblatt") are enclosed, inclusive the current semester sticker in the original.

I am hereby aware of the fact that...

- I am not allowed to exmatriculate until I completed my last exam, including a necessary re-examination (§ 1 para. 2 ZImmO); in the study course with final degree 1st State Examination in Law I am not allowed to exmatriculate until I have the admission of the appropriate State Examination Office for all parts of the state examination,
- as a recipient of BAföG I am obligated to inform the Seezeit Association of Student Services and the BAföG office about the exmatriculation immediately (§ 60 para. 1 First Book of Social Code),
- in case I worked as a student assistant at the University of Konstanz, I have to inform the responsible staff department immediately and unrequested about my exmatriculation, because the employment has to be cancel at the latest with your exmatriculation (§ 57 sentence 2 LHG).
- the complete refunding of already paid fees and contributions is only possible, if I exmatriculate within one month after beginning of the lecture period with immediate effect (§ 12 para. 3 sentence 1 State University Law for Fees, the Statute for Contribution of Seezeit Association for Student Services and the Statute for Contribution of the General Student's Committee at the University of Konstanz).

I assure the completeness and accuracy of my statements.

.....

City, date

X

.....

Your signature

Last Update: January 2022

Interne Bearbeitungsvermerke:

a) Bearbeitung des Antrags, b) zur Studierendenakte Datum/Handzeichen: _____