

Karlsruhe Institute of Technology (KIT)
Servicezentrum Studium und Lehre
-Studierendenservice-
Kaiserstraße 12
76131 Karlsruhe

Received on:

Application for Deregistration (Removal from the Register of Students)

--- PLEASE FILL OUT IN ALL CAPS OR COMPUTER AIDED!!! ---

																Student ID Number			
Family Name:																			
First Name:																			

Please enter the address at which you will be personally accessible after deregistration!

Street:

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Postal Code:

City:

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Country:

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E-Mail*: _____ @ _____

Reason for deregistration (please mark the appropriate, numbers are for internal use only)

- 01 Termination of studies after completion of all examination
 I or a representative with a written power of attorney will collect my certificate. Please notify by e-mail
 Please send my certificate via registered mail to the address above.
- 02 Interruption of studies 04 Change of University 06 Termination of studies
 08 Termination of studies after final failure of an examination 09 Other reasons
 99 Cancellation of initial enrollment before the beginning of the lectures

Deregistration on _____ or to the end of WS 20___ / ___ SS 20___
(Date)

It is not possible to backdate deregistration! Deregistration usually comes into effect at the end of the semester and can be requested immediately for special reasons (§62 Landeshochschulgesetz). You will lose your student status on the date of your deregistration. If you deregister within one month after the start of lectures, your administrative fee will be refunded upon request (relevant date is the date of receipt of the application for deregistration). For deregistration you are required to provide your student identification number, your address and prove that you have cleared the appropriate sites (form overleaf). **I hereby acknowledge** that the certificate of deregistration is only provided by the KIT-Portal for the period of 6 months after deregistration in a simple electronic form.

Karlsruhe, (Date) _____ Signature of student _____

*For notification of availability of certificates (de-registration / degree certificates)

Student Identification No.

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Proper deregistration is only possible when the table below is filled out by the responsible offices as required (stamp and signature):

<input type="checkbox"/> KIT-Library (ALL except when changing degree program)	
<input type="checkbox"/> Institute where the Diploma / Bachelor / Master Thesis was prepared (sufficient for change of degree program!)	
<input type="checkbox"/> Faculty Library / Institute Library (only relevant for the listed programs, also required when changing degree program, not when advancing from Bachelor to the Master of the same degree program: Architecture, Restoration of old buildings, Chemistry / Teaching, Geodesy, Computer Science, Information Systems, Art History, Mathematics / Economic Math / Techno- Mathematics, Meteorology, (Geo) Physics, Regional Studies, Industrial Engineering and Management, Technical Economy)	
Foreign students: <input type="checkbox"/> International Students Office <input type="checkbox"/> Preparatory Course ("Studienkolleg")	
<input type="checkbox"/> <u>Architecture / Restoration of old buildings/ Art History:</u> Faculty Secretary	
<input type="checkbox"/> <u>Computer Science/ Information Economy:</u> Return of keys (Building 50.34 Room 116 Tuesday and Thursday 10:00-12:30)	
<input type="checkbox"/> Return Student Identity Card (KIT-Card) to Students Office <input type="checkbox"/> Student Identity Card (KIT-Card) lost <i>See Declaration I. for use of KIT-Card until the actual date of deregistration. See § 12 para 3 and 5 of the admissions and registration statute (Zulassungs- und Immatrikulationsordnung des KIT).</i>	

I. Declaration: I hereby declare that the already printed **statements of registration and the KIT-Card will no longer be used** after the above named date of deregistration and that institutions in which statements of registration were filed, are notified about the deregistration. I have taken note of the fact that KIT is obliged to participate in investigation proceedings and to provide information on a person's student status if there is suspicion that it has been misused.

_____ (Date)

_____ (Signature)

II. Receipt (to be completed by the Student Service Desk)

I hereby confirm that I have received my diploma and the certificate.

Karlsruhe, _____

(Date)

_____ (Signature)

III. To be filled in by the Students Office

Confirmation of deregistration sent:

Certificate sent:

Diploma sent:

Date: _____

Date: _____

Date: _____