Request for termination of enrolment (ex-matriculation)
(Art. 94 Para. 2 BayHIG**)**

To the
OTH Regensburg
Admissions Office
Seybothstraße 2
93053 Regensburg

Please submit by e-mail.

Last name, first name: _____

Enrolment number: _____

Programme: _____

I hereby request the termination of my enrolment as of:	the end of the semester (30.09. / 14.03.)
	date _____
	The earliest date your enrolment can be terminated is the date we receive your formal request. It is not possible to terminate the enrolment retroactively!

Reason for termination:	Discontinuation of studies
	Change of universities
	Change of programme
	Other reasons

Important!

After your request for termination of enrolment is processed, you will receive a confirmation of termination ("Exmatrikulationsbescheid") in your student e-mail account. Your student account will still be valid for 4 weeks after the date of termination. Please download the de-registration certificate ("Exmatrikulationsbescheinigung") and the pension insurance certificate ("Rentenversicherungs-bescheinigung") from the Student Service Portal (SSP) and keep them in your files because you will need them later. You should also download any other documents you may need. After 4 weeks, your account will be deleted! For more details, please check our **web page**.

_____
Place, date

_____
Signature