



Application for De-Registration

Please read carefully and note the back page:

1. Please submit the completely filled-in and signed application to the Student Service Centre, **preferably** digitally using the Service-Desk www.uni-jena.de/service-ssz.
Before handing it in, request the confirmations for the de-registration from the institutions listed on the back.
2. The de-registration can usually be made until the end of the semester (31.03./30.09.).
3. If the application is submitted digitally via the online Service Desk, the certificate of study period (exmatriculation) will be provided for download (PDF-file).
If the application is submitted by regular mail, we will only return the certificate if you enclose a stamped (0,85 EUR stamp) envelope with your current postal address.
If the application is handed in personally during our opening hours at the Information Desk in Student Service Centre (Fürstengraben 1, Jena), we will provide a printed certificate.
4. If you leave Germany, give notice of leave also to (if applicable): Studierendenwerk (dormitory), City Registration Service (Bürgerservice Löbdergraben 12, Jena) and your health insurance. Consider informing your bank and to cancel contracts.

Please complete legibly in block letters:

Family name, first name:

Student number:	Date of birth:
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Study programme:

Reason for de-registration (please write the number in the box):

- 1 = Completion of studies after successful exams
- 2 = (Temporarily) Taking a break from studies
- 4 = Transferring to another university
- 5 = Leave for military service or equivalent
- 6 = (Final) Withdrawal from the study programme
- 8 = Failed exams
- 9 = Other reasons

Date of de-registration

I apply for the de-registration as of

Please enter the desired effective date of de-registration here.
Latest date for de-registration is the last day of the semester (31.03.or 30.09.).

FOR INTERNAL NOTES ONLY - SSZ-Bearbeitungsvermerke:

- Alumni
- thoska-Validierung
- Handzettel (Bankdaten)

SSZ-Ex-Antrag_engl. 2023-03-20

**Please
turn
over.**



Confirmations of De-Registration

Thuringian State und University Library (ThULB) - Main Library, opposite the Botanical Garden -

Having been registered automatically at the library with enrolment, you now need to de-register. Please return all borrowed books before de-registration. If you never borrowed any books or other media, turn to the main lending desk.

If it is not possible to de-register in person, please request a confirmation online: <https://www.thulb.uni-jena.de/en/services/how-to-use-the-library/de-registration>
You will then attach this confirmation to your de-registration application.

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Date, Signature, Stamp

Examination Office

- For **Diplom, Bachelor of Science, Master of Science** students only: Examination Office
- For **Medical and Dentistry** students only: Studiendekanat, Bachstraße 18 / Alte Chirurgie
- For **Pharmacy** students only: Sekretariat des Institutes, Semmelweisstr. 10

If it is not possible to de-register in person, please request the Examination Office digitally or via E-Mail. Attach this confirmation to your application.

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Date, Signature, Stamp

FRIEDOLIN access and URZ login:

After the date of de-registration, you cannot access Friedolin anymore. Please download all the certificates you need -- especially your latest examination results (if applicable) -- from Friedolin before de-registration.; after one month, your URZ login will no longer work.

THOSKA credit:

Please spend your thoska credit before de-registration. Any remaining credit can be transferred back to your own (German) bank account at the card machines in the large Mensa. For this, the thoska must still be valid and the credit must be greater than € 0.23, as this amount is subject to bank charges.



I hereby ask the Student Service Centre to be removed from the University's register of students on the aforementioned date and declare that the reason of de-registration is true. I assure that I do not keep anything belonging to the University of Jena in my possession. I give my permission to the University to store the following data in the ALUMNI database and contact me if necessary (if not desired, leave free):



E-Mail

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Home Address

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Date

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Signature