Westfälische Wilhelms-Universität Münster (University of Münster)
Studierendensekretariat (Student Admissions Office)
Schlossplatz 2
48149 Münster

Request for Exmatriculation

Please enclose a self-addressed stamped envelope (DIN long, €0.90).

last name, first name
student ID number
date of birth
street, no., postcode, town
phone
e-mail address

I request my exmatriculation for

☐ the end of the winter semester 20___/20___ (effective on 31 March)
☐ the end of the summer semester 20___ (effective on 30 September).

Note on exmatriculation:

Exmatriculation at the end of the semester can be requested from 2 January for a winter semester and from 1 July for a summer semester. Exception: If you can prove that you received your degree certificate in the first half of a winter/summer semester, you can choose, even before 1 January/1 July, whether you wish to be exmatriculated retrospectively or at the end of the current semester.

Retrospective exmatriculation can be requested during the first half of a semester but only if no required coursework has been submitted or degree-relevant examinations taken in that semester. In the case of a retrospective exmatriculation, the semester ticket for North Rhine-Westphalia may not be used any longer, regardless of whether or not it can be refunded.

In the case of retrospective exmatriculation or of cancelled enrolment/re-registration, the semester fee paid will be refunded if a request is submitted by 15 May for a summer semester and 15 November for a winter semester. However, refund of the costs for the semester ticket for North Rhine-Westphalia can only be requested after exmatriculation at the AStA (General Students’ Committee), Schlossplatz 1, 48149 Münster, by 15 May/15 November.
For the following subjects, you will have to enclose a confirmation of release (Entlastungsbescheinigung):

- **Pharmacy** (Institut für Pharmazeutische Chemie, Corrensstraße 48),
- **Music/Musical Practice and New Media and Musicology** (Institut für Musikwissenschaft und Musikpädagogik, Philippistraße 2),
- **Master's degree course Clinical Music Therapy (Klinische Musiktherapie)** (Administrative Office of the degree course Clinical Music Therapy, Philippistraße 2),
- **Didactics of Geography, Geography, Geoinformatics and Landscape Ecology** (Geschäftszimmer (main office) Geowissenschaften I, Heisenbergstraße 2, room 3),
- **Students of Dentistry** have to enclose a confirmation of release issued by the secretary’s office (contact: Frau I. Weers) of Professor Petra Scheutzel, the Dentistry Teaching Coordinator (Waldeyerstraße 30, 48149 Münster).

**Reason for exmatriculation:**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
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<tbody>
<tr>
<td>☐ completion of studies after passing examination (if applicable: please enclose copy of certificate)</td>
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<tr>
<td>☐ transfer to another university</td>
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<tr>
<td>☐ termination of studies</td>
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<td>☐ ending of studies after final failed attempt at examination</td>
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<tr>
<td>☐ interruption of studies</td>
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<td>☐ ending of studies without examination</td>
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<td>☐ studies not started (first-year students until the first half of first semester)</td>
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<td>☐ other:</td>
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I hereby certify that the information I have provided is correct and that I have read the above note. I understand that I will not be a member of the University after 30 September/31 March and that, according to § 7 Absatz 5 Satz 4 of the Enrolment Regulations, I have to return the student ID card to the Student Admissions Office (Studierendensekretariat), Schlossplatz 2, 48149 Münster. I promise to do so.

______________________________
(date) (signature of student)