

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

**Request for De-registration**  
Please enclose a self-addressed stamped envelope

Last name, First name	
Student ID no.	
Date of birth	
Street, no., postcode, town	
Phone	
Email address	

**I request de-registration for**

- the end of the winter semester 20\_\_\_\_/20\_\_\_\_ (effective 31 March)  
 the end of the summer semester 20\_\_\_\_ (effective 30 September).

**Notes on de-registration:**

**De-registration at the end of the semester** can be requested starting **1 January** for a winter semester and **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 need not wait until 1 January or 1 July to request de-registration. In this case, you may choose to be retroactively de-registered or de-registered at the end of the current semester.

**You may request retroactive de-registration** during the first half of a semester, provided you have not submitted any required coursework or taken degree-relevant examinations in that semester. In the case of retroactive de-registration, the NRW semester ticket may not be used any longer regardless of whether it can be refunded.

In the case of retroactive de-registration or cancellation of enrolment/re-registration, you can have your **paid semester fee** refunded if you submit a request for reimbursement by 15 May for the summer semester and 15 November for the winter semester.

Please enclose a confirmation of release (*Entlastungsbescheinigung*) with this de-registration form for the following subjects:

- **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 programme **Clinical Music Therapy** (administrative office of the degree programme Clinical Music Therapy, Philippistraße 2),
- **Didactics of Geography, Geography, Geoinformatics and Landscape Ecology** (library, Geowissenschaften I, Heisenbergstraße 2),
- Students of **Dentistry** must 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 de-registration:

<input type="checkbox"/>	completion of studies after passing examination (if applicable: please enclose copy of certificate)
<input type="checkbox"/>	transfer to another university
<input type="checkbox"/>	termination of studies
<input type="checkbox"/>	termination of studies after final failed attempt at examination
<input type="checkbox"/>	interruption of studies
<input type="checkbox"/>	termination of studies without examination
<input type="checkbox"/>	studies not started (first-year students until the first half of first semester)
<input type="checkbox"/>	other:

I hereby confirm that the information above is correct and that I have read the notes on de-registration. I understand that I will no longer be a member of the University of Münster after 30 September/31 March and that, according to § 7 (5), sentence 4 of the Enrolment Regulations, I am obliged to return the student ID card to the Student Admissions Office (Studierendensekretariat), Schlossplatz 2, 48149 Münster.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of student)