

FV-KL-0303-2	Application for cancellation of enrolment	Received stamp:
V1.0 - 01.10.2018		

An die Hochschule Neubrandenburg . Dezernat I - Immatrikulations- und Prüfungsamt
 Brodaer Str. 2 . 17033 Neubrandenburg

Application for cancellation of enrolment

1. Personal details	
<input type="checkbox"/> Ms <input type="checkbox"/> Mr	_____ <small>(last name, first name)</small>
Enrolment number: _____	Date of birth: _____
Course: _____	
Future address : _____	
Private email address: _____	
2. Date of cancellation of enrolment:	
<small>Please indicate the date on which you would like your enrolment cancelled. Retroactive cancellation of enrolment is not possible.</small>	
	<input type="checkbox"/> End of the summer semester (31.08.) <input type="checkbox"/> End of the winter semester (28.02.) <input type="checkbox"/> On the date: _____
3. Grounds for cancellation of enrolment:	
<input type="checkbox"/> Passed final examination (1)	<input type="checkbox"/> Discontinuing studies (6)
<input type="checkbox"/> Change of university within Germany (4)	<input type="checkbox"/> Pausing studies (6)
<input type="checkbox"/> Change to an international university (6)	<input type="checkbox"/> Other (9)
4. Reason for the cancellation of enrolment (please tick what applies)	
<small>The following information is voluntary and is not analysed related to a specific individual. It helps us to identify any problems and need for change.</small>	
<input type="checkbox"/> Course contents do not meet my expectations	
<input type="checkbox"/> Overloaded / little prospects of satisfactorily completing the course	
<input type="checkbox"/> I do not like the study location	
<input type="checkbox"/> I have accepted employment or a work placement	
<input type="checkbox"/> Poor study conditions	
<input type="checkbox"/> Change of course or discipline	
<input type="checkbox"/> Financial reasons	
<input type="checkbox"/> Health reasons	
<input type="checkbox"/> Family reasons (e.g. child care, care of relatives)	
<input type="checkbox"/> Stay abroad	
<input type="checkbox"/> Private reasons (e.g. proximity to parents' house, partner studies at another university)	
<input type="checkbox"/> Lack of professional prospects	
<input type="checkbox"/> Voluntary service	
<input type="checkbox"/> Other, specifically:	

5. Notices of discharge

Prior to submitting the application for cancellation of enrolment, the following notices of discharge must be obtained:

Areas

Date, signature

University library (at the service desk of the library)

Closing of a user account / change of details

ZIMT (Equipment Hire Room 287/Building 1)

The account in the computer centre and the email address are automatically cancelled.

Date

Signature of the student

For cancellation of enrolment on a date:

For cancellation of enrolment on a date: I am aware that the student card and the course certificates are no longer valid from the time my enrolment is cancelled and I hereby ensure that I have informed the authorities and the responsible bodies about the cancellation of enrolment.

Date

Signature of the student

6. Processing notice of the Enrolments and Examination Office

Cancellation of enrolment is confirmed.

Date

Signature of the processor

The translation is to be seen as a reference and to be used for the understanding of the corresponding German documents. You may use this document in the English version; however, only the German version of this document is legally binding.