



# Deregistration Request

Universität Greifswald  
 Students' Registration Office  
 Rubenowstraße 2  
 17489 Greifswald

Student ID No. |\_|\_|\_|\_|\_|\_|\_|\_|

**Postal Address after Deregistration** (important for sending the certificate)

Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Road Name & No.: \_\_\_\_\_

Postal Code, Town: \_\_\_\_\_

email: (optional) \_\_\_\_\_

**I request deregistration for the**      |\_|\_|\_|\_|    |\_|\_|\_|\_|    |\_|\_|\_|\_|  
Day                      Month                      Year

**Reason for deregistration:<sup>1)</sup>**      |\_|\_|      (see list of codes on reverse)

**If you took a final examination at this University:<sup>2)</sup>**

**Type of final examination taken:**      |\_|\_|      (see list of codes on reverse)

**Date of final examination:**      |\_|\_|\_|\_|    |\_|\_|\_|\_|    |\_|\_|\_|\_|  
Day                      Month                      Year

(Date of the last examination, usually date of the last oral examination or date on which The Magister or Diplom thesis was submitted, see certificate)

\_\_\_\_\_  
 Town, Date

\_\_\_\_\_  
 Signature

Data processing offices:  
 Students' Registration Office, Rubenowstr. 2, 17489 Greifswald  
 Tel.: +49 3834 420 1296    Fax: +49 3834 420 1290    email: studsek@uni-greifswald.de

**Processing note (to be completed by the Students' Registration Office)**

(on presentation of the Student ID Card, copy of certificate if successfully passed)

Deregistration on: |\_|\_|    |\_|\_|    |\_|\_|

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

# !!! Please note: Don't forget to deregister from the *Studierendenwerk* (Student Services) – Halls of Residence, BAföG!!!

## Reason for Deregistration – Codes

01. Completion of studies after passing examinations
02. Taking a break from studies
03. End of studies with no examination, as no longer possible
04. Change of university
05. Call-up for military or community service
06. Dropping out of degree course permanently
08. End of studies after definitively failing examinations/interim examination
09. Other reasons

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## Codes: Type of Final Examination:

02 Magister	24 <i>Lehramt Haupt- und Realschulen</i> (teaching qualification secondary schools)
04 Church Examination	25 <i>Lehramt Gymnasien</i> (teaching qualification grammar schools)
06 Doctorate	82 Bachelor
08 <i>Staatsexamen</i> (State Examination)/	88 Master
1 <sup>st</sup> State Exam (without teaching examination)	94 <i>Abschlusszeugnis</i> /Certificate (passing certificate)
11 Diplom	

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## Legal Basis:

- 1) Collection of data according to the *Hochschulstatistikgesetz* (University Statistics Act) of 02/11/1990 (BGBl. I, p. 2414), amended by the *Statistikänderungsgesetz* (Statistics Amendment Act) of 02/03/1994 (BGBl. I, p. 384). Data will be passed on in anonymous form to the *Statistische Landesamt* (State Statistical Office in Mecklenburg-Vorpommern), i.e. with no indication of name or address.
- 2) Optional information:  
In order to avoid later questions when calculating your pension or (for public sector employees) seniority pay level (*Besoldungsdienstalter*), we strongly recommended you provide these details.  
A so-called *Rentenausfallzeitenbescheinigung* (a certificate stating that pension payments have been disrupted for a period of time) will be created on deregistration. This is only complete when the date of the final examination has been filled-in. In most cases, exam results have not passed through the University's communication system at the time of deregistration.