

**Please note:**

- The application form can be submitted by email to [studierendenservice@tu-chemnitz.de](mailto:studierendenservice@tu-chemnitz.de), by post (address: Technische Universität Chemnitz, Studierendenservice, 09107 Chemnitz) or in person.
- If you wish to withdraw your application for enrolment in this way, you can apply for a refund of the semester fee you have paid using the form "Antrag auf Auszahlung von Guthaben". Please enclose all enrolment documents including your TUC-Card (student ID card) for the refund of the semester fee.
- We will send your de-registration certification to the indicated postal address in our system.
- Please complete using block letters and mark the applicable option.

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**1. Applicant:**

Student ID number:

Surname:

Given name:

Date of birth:

**2. I want to be de-registered because of:**

Successful finish of study

Change of university

Military service

Interruption of study

Definitely failed examination

Other reasons

**3. Date of de-registration:**

In general, we will de-register by the end of the term (31.03. / 30.09.).  
If you wish to be deregistered to another date, please indicate it below  
(date of receipt of the form at the earliest):

End of winter term (31.03.)

End of summer term (30.09.)

Other date:

**4. TUC-Card (student ID card):**

Please note that your student ID card will be invalid by the date of your de-registration.  
All services that are related to the TUC-Card can no longer be used.  
You can keep your student ID card as a memory.

### **Credit balance on the student ID card**

If you have used the payment function on the card (e.g. meals in the cafeteria), please ensure that you have used up all the credit balance on the card by the date of de-registration. Alternatively, you can have your remaining credit balance paid out at the cash desks of the cafeterias at Reichenhainer Str. 55 or Straße der Nationen 62 as well as at the cash desk Mensa Reichenhainer Str. 55.

The payment function can no longer be used after the de-registration date.

### **Library**

If you want to use the library even after your de-registration, you have to apply at the library for a new library ID card.

In order to de-register from the library please go there in person or contact [service@bibliothek.tu-chemnitz.de](mailto:service@bibliothek.tu-chemnitz.de) or visit the library's website <http://katalog.bibliothek.tu-chemnitz.de/?lng=en> and navigate to Account → Profile → Change Profile Data → Submit „Exmatrikulation“ in the notes. Please note that your account has to be balanced.

### **Credit balance from semester fees and charges**

Credits can occur due to overpayment of semester contributions or fees. The amount of your credit can be viewed in SBservice (<https://campus.tu-chemnitz.de>). After logging in to the SBservice, please click on the quicklink "Student service". On the subsequent website please click on the register "payments". In case you have a credit to be refunded, the amount will be shown under the heading "available credit". For a refund of credit please hand in the "Antrag auf Auszahlung von Guthaben" ([https://www.tu-chemnitz.de/studierendenservice/studserv/formulare/Antrag\\_Auszahlung\\_Guthaben.pdf](https://www.tu-chemnitz.de/studierendenservice/studserv/formulare/Antrag_Auszahlung_Guthaben.pdf)) together with this form to the Student Service.

Date:

Signature (applicant): .....

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### **Notes:**

(to be filled in by the Student Service)

☐ Rentenausfallbescheinigung versandt/ausgegeben (Datum/Unterschrift): .....

☐ Exmatrikulationsbescheinigung versandt/ausgegeben (Datum/Unterschrift): .....