universität freiburg

Service Center Studium, Registration Office, Sedanstraße 6, 79098 Freiburg

Application for disenrolment

Disenrolment from the University usually takes place at the end of the current semester. You can apply for this in writing, by email or in person at the Registration Office during office hours using this form.
https://ufr.link/registrationoffice

☐ Disenrolment at the end of Winter Semester 20____

☐ Disenrolment at the end of Summer Semester 20____

☐ Disenrolment with immediate effect (special case, see https://ufr.link/disenrolment) as of _____

Registration number (on the UniCard) _____

Account number University Library (on the UniCard) _____

Last name, First name _____

Street, House no. _____

Postal code, City _____

Reason for disenrolment:

☐ Termination of studies with completion of degree
☐ Termination of studies without completion of degree
☐ Termination after irrevocable failure of a final examination
☐ Final abandonment of studies
☐ Voluntary service
☐ Change of University
☐ Interruption of studies
☐ Other reason

Reimbursement of fees already paid in the event of disenroling after re-registration or enrolment:

- The social fee of €103 will be refunded if the student disenroles before or within two weeks of the start of the semester (01.04./01.10.).
- The administration fee of 80,- Euro, the fee for the constituting student body of 7,- Euro and possibly paid tuition fees will be refunded in case of disenrolment within one month after the beginning of the lecture period.

Only fill in if you have already re-registered:

IBAN: _____

BIC: _____

Holder of account: _____

Please note the second page (signature and clearance certificate)

As of: October 2026

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Clearance certificate:

University Library stamp
Circulation desk

The application for disenrolment must be accompanied by a clearance certificate (stamp **or** email from info@ub.uni-freiburg.de) from the University Library, even if you do not have an active account.

UniCard

You are not obliged to return your UniCard, as it automatically ceases to function 60 days after your disenrolment takes effect. If you do not return the card to us, we ask that you dispose of it properly yourself, in the interests of sustainability (at a collection point for electrical appliances).

Information for students who are in a legal examination relationship

Although membership of the university ends upon disenrolment, disenrolment does not end an existing examination relationship. Regardless of disenrolment, an examination once begun must therefore be completed. The legal examination relationship is only terminated when the examination is passed or finally failed. The Examination Offices are responsible for questions concerning the legal examination relationship.

Note on Data security

The data of students ans disenrolments are collected, stored, processed and – if the relevant legal requiremenmts are met – passed on (§ 12 State University Act, § 9 State Data Protection Act and § 10 of the Regulation of the Ministry of Science and Research on the collection and processing of personal data).

_____	_____	_____
Location	Date	Signature

As of: October 2026