

Registrar Services

Leaving Form for Exchange/Visiting Students (Disenrollment)

Exchange/Visiting students returning to their home universities must hand in the completed form to the International Office. No transcripts or other documents will be issued prior to the check-out procedure.

Personal Information		
Matriculation N°		
Family Name		
First Name		
Academic Advisor		
Your Address (After Disenrollment)		
Please write below in capital letters your new contact details to facilitate any further communication		
Address (private) NOTE: Your final documents will be sent to this address.		
Telephone (private)		
Email address (private)		
Student's Signature		
Date	Signature	
Academic Advisor's Signature		
Date	Name, Signature	
Check-Out Signatures		
Before leaving, please schedule appointments with staff in the departments listed below. The responsible staff member or a substitute will sign to confirm that the appropriate formalities have been completed		
Department	Contact Email	Date and Signature:
IRC-Library	irc-library@jacobs-university.de	
University Housing	housing@jacobs-university.de	

FOR INTERNAL USES ONLY

Check-Out Signatures		
Please send the form internally to the staff in the departments listed below. The responsible staff member or a substitute will sign to confirm that the appropriate formalities have been completed. The completed form with all information and signatures should be sent to Registrar Services by the International Office.		
Department	Contact Person	Date and Signature
Accounting (only for Exchange/Visiting students)	Accounting (accounting@jacobs-university.de)	
International Office Coordinator	Yuliya Salauyova (y.salauyova@jacobs-university.de)	
Registrar Services		
Date	Signature	