

Registrar Services

Leaving Form for Graduate Students before Graduation (Disenrollment)

In order to be disenrolled from the university and receive your final documents, please complete this form, collect the (electronic/digital) signatures/email confirmations and return it to Registrar Services. Alternatively, the completed form can be submitted per email to registrar@jacobs-university.de

Personal Information	
Matriculation N°	
Last Name, First Name (print)	
In case you would like to be disenrolled before the end of the semester (i.e., Aug 31 st or Jan 31 st), please put the exact date in the space to the right:	
Reason for leaving the university	
I am leaving the university permanently, because:	
<input type="checkbox"/> I am graduating	Other reasons (please specify):
<input type="checkbox"/> I am transferring to another university	
<input type="checkbox"/> I have been called for military service	
<input type="checkbox"/> I want to give up my university studies	
Check-Out Signatures	
Schedule appointments or contact staff in the departments listed below (via email). The responsible staff member(s) will (electronically) sign to confirm that the appropriate formalities have been completed.	
Department/Contact Person	Date and Signature
Academic Advisor	
IRC-Library	Stefan Schön: s.schoen@jacobs-university.de Campus Center 2-254
Accounting	Fynn Koste, RLH 213 f.koste@jacobs-university.de
Student Financial Services	Please contact sfs@jacobs-university.de
Security (ISD)	Main Gate transponder@jjacobs-university.de
University Housing (only if using uni housing)	Please contact: housing@jacobs-university.de
Contact Information	
Please write below IN CAPITAL LETTERS your new contact details to facilitate further communication	
Address (private)	STREET: EXTRA ADDRESS LINE, C/O: POSTCODE, CITY: STATE, COUNTRY:
Yes <input type="checkbox"/> No <input type="checkbox"/>	I give Constructor University permission to contact me via email to participate in voluntary alumni surveys
Email Address (private) Your university email address will be deactivated 30 days after disenrollment	
Telephone (private) with country code	
Graduation Documents (e.g., diploma, final transcript, diploma supplement, etc.)	Please send them to the above mentioned address <input type="checkbox"/> I would like to pick them up in your office <input type="checkbox"/>
Student's Signature	
Date	Signature

