

Registrar Services

Leaving Form for Pre-Degree Students (Disenrollment)

Foundation Year students leaving Constructor University must hand in the completed form to the FY coordinators after checkout. No transcripts or other documents will be issued prior to submitting the form.

Personal Information			
Matriculation N°			
Family Name, First Name			
Academic Advisor			
Disenrollment			
Why do you wish to be disenrolled? Please tick the appropriate answers and give further information if applicable.			
<input type="checkbox"/>	I completed the Pre-Degree program	<input type="checkbox"/>	I have been suspended.
<input type="checkbox"/>	I have not fulfilled the enrollment requirements.	<input type="checkbox"/>	I want to give up university studies.
<input type="checkbox"/>	I will return to study at Constructor University	Other reasons – <i>please specify</i> :	
<input type="checkbox"/>	I am transferring to another university. <i>Which one?</i>		
If you wish to be disenrolled before the end of the semester, please note down the exact date in the space to the right			
Check-Out Signatures 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 Person	Check out Charges (if applicable)	Date and Signature
IRC-Library	irc-library@jacobs-university.de		
Financial Services	Please contact sfs@jacobs-university.de		
University Housing	Send email to housing@jacobs-university.de for an appointment		
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.	Street: Extra Address line - c/o: Postcode, City: State, Country:		
Telephone (private)			
Email address (private)			
Student's Signature			
Date	Signature		
For internal uses only - FY Coordinator's Signature			
Date	Name, Signature		