

Exmatriculation after Completion of Degree

When you finish your degree, you do not need to exmatriculate. You simply do not pay the fees for the following semester and you will be automatically exmatriculated by the university. This means that there is *no active exmatriculation steps* required by you.

Voluntary Exmatriculation

Why Request Voluntary Exmatriculation?

There are two cases in which you could request voluntary exmatriculation:

1. If you are almost complete with your studies by the end of the current semester or beginning of the next semester and you would like to not pay the fees of next semester, but the deadlines for registration are soon.
2. If you are almost complete with your studies by the end of the current semester or beginning of the next semester, you have already paid the fees of next semester, but you would like to have the fees reimbursed

What is the Meaning of Exmatriculation?

- You no longer have to pay the student fees.
- You no longer have student status, among others:
 - You cannot *register* for new exams, *but* you can take the exams you have already registered for and they will be graded. This includes the master thesis.
 - You cannot get a new semester ticket for public transportation

****Note, you cannot keep your Unicard, you must give it back at the exmatriculation.****

Requirements for Requesting Exmatriculation:

Since you will not be able to register for new exams, you should have completed the below:

- a) Completed 96 ECTS of coursework and
- b) Be at least registered for your master thesis:
 - Registration occurs after you and your supervisor have agreed on a title, the supervisor has submitted the thesis application form with the title and you have received an e-mail from the MEP Coordinator informing you of the title of the thesis and the deadline

Where and How to Request Exmatriculation:

- You can request exmatriculation at the Registration Office of the Student Service Center. At the website, you will find the forms and information about the procedure to request the exmatriculation.
<https://www.studium.uni-freiburg.de/en/student-services/exmatriculation>
- The period to request the exmatriculation is during the registration period for the next semester; however, you can exmatriculate at a later point by paying a small fee.
<https://www.studium.uni-freiburg.de/en/dates-deadlines-events/deadlines>

Asking for a reimbursement of the fees of the coming semester

If you exmatriculate and you have already paid your fees for next semester, you may request a reimbursement of your fees. You may do this up to four weeks after the official start of the semester (*note, not the start of the lectures*).