

99061002022000, 99061002022000

# Exmatriculation certificate

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/121357632/L100002>

| Modul                     | Sachverhalt                                                                                                                                                                                             |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Leistungsschlüssel        | 99061002022000, 99061002022000                                                                                                                                                                          |
| Leistungsbezeichnung I    | Exmatriculation certificate                                                                                                                                                                             |
| Leistungsbezeichnung II   | Finishing your studies                                                                                                                                                                                  |
| Typisierung               | 4 - Land: Regelung                                                                                                                                                                                      |
| Quellredaktion            | Nordrhein-Westfalen                                                                                                                                                                                     |
| Freigabestatus Katalog    | unbestimmter Freigabestatus                                                                                                                                                                             |
| Freigabestatus Bibliothek | unbestimmter Freigabestatus                                                                                                                                                                             |
| Begriffe im Kontext       |                                                                                                                                                                                                         |
| Leistungstyp              | Leistungsobjekt mit Verrichtung                                                                                                                                                                         |
| Leistungsgruppierung      | Hochschulangelegenheiten (061)                                                                                                                                                                          |
| Verrichtungskennung       | Bescheinigung (022)                                                                                                                                                                                     |
| SDG-Informationsbereich   | Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung |
| Lagen Portalverbund       | Studium (1030300)                                                                                                                                                                                       |
| Einheitlicher             |                                                                                                                                                                                                         |

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| Ansprechpartner          | Nein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Fachlich freigegeben am  | 29.12.2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Fachlich freigegen durch | Ministry of Culture and Science of the State of North Rhine-Westphalia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Handlungsgrundlage       | <p>§51 HG NRW</p> <p>§43 KunstHG</p> <p><a href="https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&amp;menu=0&amp;bes_id=28364&amp;anw_nr=2&amp;aufgehoben=N&amp;det_id=531171">https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&amp;menu=0&amp;bes_id=28364&amp;anw_nr=2&amp;aufgehoben=N&amp;det_id=531171</a></p> <p><a href="https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&amp;menu=0&amp;bes_id=11475&amp;anw_nr=2&amp;aufgehoben=N&amp;det_id=54454">https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&amp;menu=0&amp;bes_id=11475&amp;anw_nr=2&amp;aufgehoben=N&amp;det_id=54454</a></p> <p><a href="https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&amp;menu=0&amp;bes_id=28364&amp;anw_nr=2&amp;aufgehoben=N&amp;det_id=531171">https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&amp;menu=0&amp;bes_id=28364&amp;anw_nr=2&amp;aufgehoben=N&amp;det_id=531171</a></p> <p><a href="https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&amp;menu=0&amp;bes_id=11475&amp;anw_nr=2&amp;aufgehoben=N&amp;det_id=54454">https://recht.nrw.de/lmi/owa/br_bes_detail?sg=0&amp;menu=0&amp;bes_id=11475&amp;anw_nr=2&amp;aufgehoben=N&amp;det_id=54454</a></p> |
| Teaser                   | Would you like to receive a certificate confirming the completion of your studies?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Volltext                 | <p>Exmatriculation terminates your membership of a university.</p> <p>You can be de-registered at your request or automatically if certain events occur.</p> <p>De-registration takes effect at the end of the semester in which it is pronounced. If there are special reasons, de-registration can also take place with immediate effect.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Erforderliche Unterlagen | Your application may need to be accompanied by relevant documents. Please contact your university directly for the specific documents required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Voraussetzungen          | <p>In some cases, you will be automatically de-registered, e.g. in the following cases:</p> <ul style="list-style-type: none"> <li>• You have successfully completed your studies.</li> <li>• You have not completed the required coursework in</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Modul

## Sachverhalt

accordance with your study examination regulations.

- You have not re-registered for your studies.
- You do not have proof of health insurance.
- Your apprenticeship at the Cooperative State University has ended.

There are no special requirements for exmatriculation at your own request.

You must apply for de-registration in the following cases, for example:

- You change your place of study.
- You need the de-registration from the previous university in order to enrol at the new university.

You discontinue your studies at your own request.

## Kosten

### Verfahrensablauf

In the cases listed above under "Prerequisites", de-registration is automatic.

You must apply to your university for de-registration at your own request and give reasons.

You will receive a confirmation of de-registration.

### Bearbeitungsdauer

The processing time varies from university to university.

### Frist

Information on possible deadlines can be found on the websites of the respective universities.

### weiterführende Informationen

Further information can be found on the websites of the respective universities.

### Hinweise

If the application procedure is carried out online, a corresponding user account must be used (see university websites).

If you have any questions about exmatriculation, please contact the responsible office [HS1] of the respective university directly.

[ HS1] The "responsible office" can be found in the link

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|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <p>to the respective university.</p> <p>If you have any questions regarding de-registration, please contact the responsible office of the respective university directly.</p> |
| Rechtsbehelf      |                                                                                                                                                                               |
| Kurztext          | <ul style="list-style-type: none"> <li>• Certificate of de-registration</li> <li>• Proof of completion of studies</li> <li>• End of studies</li> </ul>                        |
| Ansprechpunkt     |                                                                                                                                                                               |
| Zuständige Stelle |                                                                                                                                                                               |
| Formulare         | Information on the application procedure can be found on the websites of the respective universities.                                                                         |
| Ursprungsportal   | Exmatrikulation Bescheinigung, Exmatriculation certificate                                                                                                                    |