

Admissions Office

Information regarding de-registration

Deadlines for reimbursement of contributions

Reimbursement of fees and charges is only possible, if the application for de-registration is made **within one month of the start of the lectures** and the date of de-registration falls within this period.

Information of other authorities

In order to avoid additional payment or reclaims, you should, in your own interest, immediately inform other authorities about your de-registration (e.g. BAföG, Federal Employment Office, child benefit office, health insurance office).

Examinations

You must be enrolled at the time of an examination. **Please note that you must also be enrolled at the time of thesis submission.**

Campuscard

It is explicitly pointed out that your membership at Osnabrück University will be terminated once you have de-registered. In case of de-registration during the course of the present semester, the Campuscard loses its validity on the day of de-registration. The Campuscard must be included along with the application. Your right to use the semester ticket or to use the certificate of enrollment for discounts expires on the date of de-registration. In the event of violation, you will be liable to prosecution under the German Criminal Code.

De-registration certificate for self-printing

After the technical execution of the de-registration, a corresponding certificate of de-registration is available for you to print out yourself. You may print the certificate after applying for de-registration, even if the de-registration is carried out at the end of the current semester (myUOS.de – OPIuM/CAMPUS-Mein Studium – Studienservice).

Extract of the regulations for registration (AMBI. no. 01/2023 from 09.02.2023, p. 3)

§ 8 De-registration upon own request

- (1) A student may be de-registered at any time upon his or her written request. The Campuscard must be enclosed with the application.
- (2) De-registration shall take place at the time requested or, unless otherwise requested, at the end of the semester. A retroactive de-registration is excluded except in the cases of § 3 para. 1.
- (3) In case the application for de-registration together with the Campuscard is received by the Admissions Office of Osnabrück University before or within one month after the start of lectures, the fees and charges paid for the semester will be reimbursed.