



University of Jena · 07737 Jena, Germany

Contact information see original letter

This is a convenience translation of the German  
"Exmatrikulationsbescheid". In case of any differences in  
meaning, the German version shall prevail.

Jena, 23 September 2024

For all individual information,  
please see your personal letter

## Notice of de-registration

Dear Student,

To date you have **neither re-registered nor requested your removal from the register of students**<sup>1</sup> within the binding re-registration period by 15 August 2024 or after a reminder/notice on 22 August 2024, and/or you have still not fulfilled the requirements to remove a given restriction and/or you have not paid the late and/or long-term study fee due on the basis of a fee notice issued. We therefore assume that you do not wish or are unable to continue your studies. Pursuant to section 75 subsection 2 of the Thuringian Higher Education Act (*Thüringer Hochschulgesetz, ThürHG*), students **are to be** de-registered if, among other things, they have *not duly re-registered* (No. 2), have *not provided proof of having paid the semester contribution* (No. 4), have *not provided proof of having paid fees or contributions due* (No. 5), have *not provided proof of fulfilment of obligations to the health insurance fund according to the German Social Code (SGB)* (No. 6), or have *definitively failed examinations* (No. 9).

Therefore, the following decision is made:

**According to section 18 of the Matriculation Regulations of the University of Jena (*Immatrikulationsordnung*) of 12 June 2024 [published in the University's journal of legal notices (*Verkündungsblatt*) No. 3/2024, p. 134] in conjunction with section 75 (2) No. 2, 4, 5, 6, 9 Thuringian Higher Education Act (*Thüringer Hochschulgesetz, ThürHG*) of 10 May 2018 (GVBl. p. 149), last amended by section 1 of the Act from 7 December 2022 (GVBl. p. 483), you will be removed from the register of students **ex officio at the end of the summer semester 2024 (30 September 2024).****

If you would like to receive a **certificate of removal from the register of students** as proof of the duration of your studies at the University of Jena<sup>2</sup> for pension and other verification purposes and possibly also for a new study programme, please complete the application for removal from the register of students<sup>3</sup>, de-register at the ThULB (even if you have never borrowed anything), and—as indicated on the application form—also at the faculty, if applicable. Upload the application via the Service Desk as soon as possible. Currently, the ThULB also issues electronic confirmations of de-registration <https://www.thulb.uni-jena.de/services/bibliothek-nutzen/abmeldung>. The Examination Offices proceed accordingly. If you are sending it by post, please enclose an envelope addressed to you with **€0.85** postage. If you receive BaföG, we advise you to inform the BaföG Office immediately of your de-registration. The same goes for other institutions that have you registered as a student.

### Legal remedies:

You have the right to appeal against this notice within one month after the issue date. You must do so in writing or orally on the record at Friedrich Schiller University Jena, Head of the Student Service Centre/International Office (see head of original letter), Fürstengraben 1, 07743 Jena, Germany.

### Please note:

Please bear in mind that filing an appeal may result in additional costs. Administrative costs may be charged for a negative decision on the appeal, but also if the appeal is withdrawn or settled in another way, as well as for postage.

**If you are of the opinion that the notice of de-registration does not apply to you for certain reasons, please contact the Student Service Centre Service Desk (see head of original letter) promptly by email for clarification.**

Kind regards,

p.p.

Student Service Centre/International Office

This letter was generated electronically and is valid without a signature.

<sup>1</sup> Upon application, those students who have successfully completed their studies should also request their removal from the register of students in order to obtain the important de-certificate of removal from the register of students and pension certificate.

<sup>2</sup> We strongly recommend that you apply for the confirmation of de-registration as described in the text.

<sup>3</sup> See [www.uni-jena.de/studium](http://www.uni-jena.de/studium) -> Formulare & Materialien -> Formulare der Studienverwaltung ([www.uni-jena.de/en/termination-of-enrolment](https://www.uni-jena.de/en/termination-of-enrolment))