Information for graduating students: Removal from the register of students or Re-registration?

You do not need to re-register if you take your last exam in the current semester.

1. If you take your last exam (usually the final thesis or final oral examination) before the end of the current semester*, you do not need to re-register for the upcoming semester. Whether you receive your grade for the exam in the current or upcoming semester is irrelevant.

2. In case you do not pass your final exam, you can re-register for the next semester, even after the re-registration deadline has passed. You will not have to pay the late fee.

3. You will receive a reminder/warning that you will be removed from the register of students. These letters are generated automatically and can be ignored. Most likely you will also receive a confirmation that you have been removed from the register of students (Examtrikulationsbescheinigung) stating that you failed to re-register. As soon as we have received the result of your final examination, you will receive a new confirmation that you have been removed from the register of students due to the fact that you have passed your final examination.

Should you decide to re-register anyways, the following regulations apply:

1. If your graduation documents are ready for pick-up in the current semester, you will be removed from the register of students at the end of the semester. In this case you may request a refund of the semester fees you have already paid for the upcoming semester. Be sure to request your refund within the first three weeks of the new semester and to enclose your MultiCa.

2. If your graduation documents will be ready for pick-up after the start of the new semester, we assume that you do not want to be removed from the register of students before the end of the new semester.

3. You have the option to request to be removed from the register of students at any time during the semester.

* Summer semester: March 1 to August 31      Winter semester: September 1 to February 28/29