



THIS IS A TRANSLATION FOR INFORMATION PURPOSES. ONLY THE GERMAN WORDING IS LEGALLY BINDING.

## Confirmation of exmatriculation / declaration of discharge from student

Reason: Proper termination of studies

Family Name / Given Name

Matriculation No.

Study Group

**Exmatriculation usually takes place at the end of the semester in which the last examination was taken.** If you would like an earlier date, please enter it here:

.....  
date of exmatriculation

postal delivery of certificate:  no (pick up at Examination Office)  
 yes (shipping by registered mail)

Address for shipping of certificate:

.....  
.....

E-Mail (optional) \*1):

.....

I declare that

- at the time of application, all books, equipment, data or storage media and keys etc. lent by the HTW Dresden have been returned,
- I have taken note that on the date of exmatriculation the HTW login and the access to HTW services will be deactivated and that I will back up files and e-mails in advance if necessary,
- I have deleted the files I have created on HTW Dresden computers or that I agree to their deletion after my ex-matriculation,
- I shall no longer use the student identity card (chip card) after my ex-matriculation.

.....  
Date Student Signature

*Letter of discharge (to be obtained from the student)*

At	Date	Signature, Stamp
HTW Dresden Library <sup>2)</sup>		
own faculty <sup>2)</sup>		

This confirmation of de-registration / declaration of discharge must be submitted to the secretariat of the student's own faculty before the defence of their thesis at the latest.

\*1) The e-mail address will only be used for the purpose of the university contacting graduates in accordance with §15 Sächsisches Hochschulgesetz

\*2) The person responsible confirms with their signature that all books, keys or other property has been returned by the student and therefore, there are no more relevant claims.

### Data Protection Declaration

The University of Applied Science Dresden (HTW), Friedrich-List-Platz 1, 01069 Dresden, processes your herein collected data according to article 6 (1) sentence 1 e GDPR for the fulfilment of public services). After fulfilment of the purpose and as long as mandatory legal retention periods do not conflict, the data will be deleted. In your favour, there is always a right of access to your personal data as well as, if necessary, the right of rectification, deletion, limitation of processing, opposition, data portability and complaint to a supervisory authority. With all data protection concerns, you can also contact the data protection officer of HTW, who you can reach e.g. at [datenschutz@htw-dresden.de](mailto:datenschutz@htw-dresden.de).