

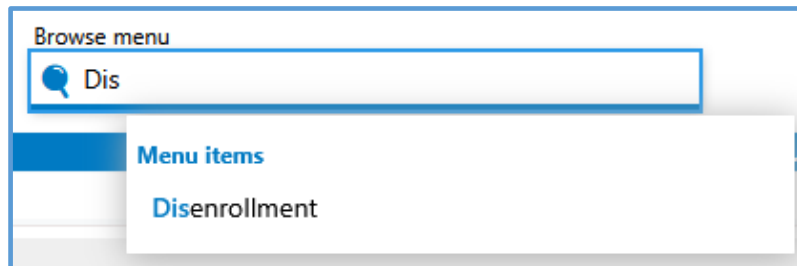
Quick Guide: Request for Disenrollment

Abt. II, Student Life Cycle Management (SLCM)

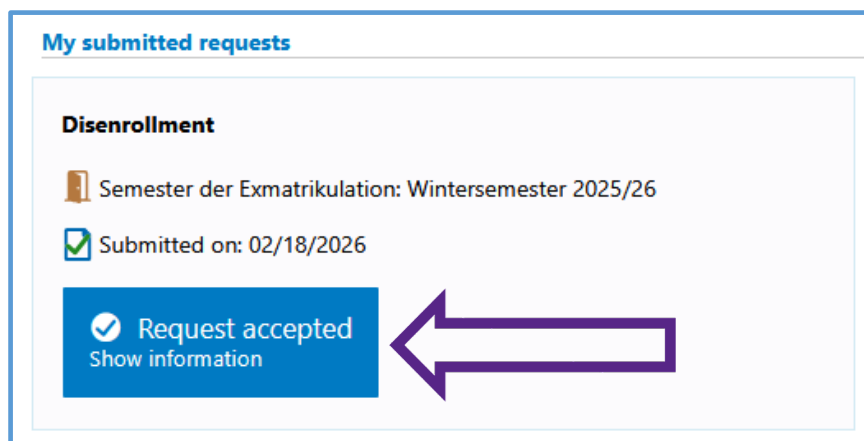
01.04.2026

1. View Disenrollment Requests

Enter „**Disenrollment**“ in the „**Browse menu**“ field at the top, then click the corresponding menu item.

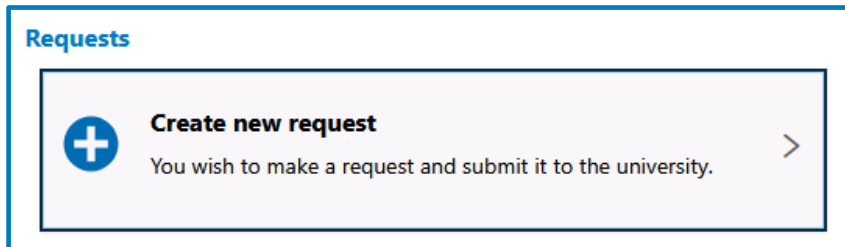


If you have already submitted a disenrollment request online, it will be displayed here. You can view the current status of your request. Click the „**Show information**“ button to open the detailed view.



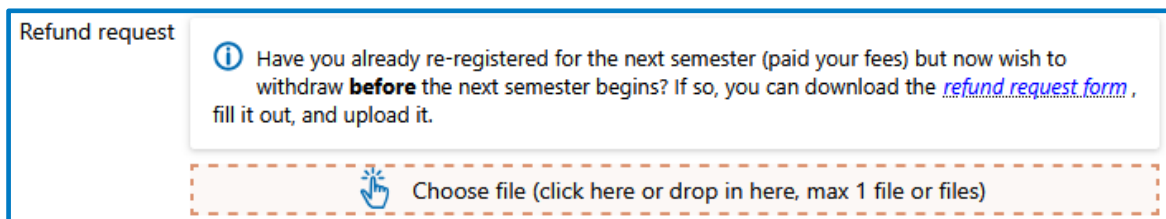
2. Submit a Disenrollment Request

In the Disenrollment Request Overview (see point 1), click the „**Create new request**“ button to create a new disenrollment request.



Select the reason for your request and fill out the subsequent form.

If you have already re-enrolled and paid the fees, you can also upload a „**Refund request**“ when disenrolling **before** the start of the next semester. You can access the form [here](#), or via the link in the help text of the disenrollment request form.



Finally, confirm that your information is correct, then submit the request by clicking the „**Submit request**“ button.

You will be notified of any changes to the status of your request via a portal message.