

Clearance form

If you have already attended a university in Germany or abroad, please print out this form and have it completed by your previous university and submit it to the students' office of the university of mainz. If you apply via uni-assist, please submit this form and supporting documents with your other application materials through the uni-assist platform. A separate form is needed for each programme of study in which you have been enrolled and that you have not completed.

Previous university attended
Name: _____
Address: _____
country: _____

Student's name: _____
Date of birth : _____
Programme of studies: _____
Degree: _____
Period of enrollment (from/to): _____

We confirm that the above-mentioned student	
<input type="checkbox"/>	did not complete the final exams for a degree.
<input type="checkbox"/>	has permanently lost the right to take the final exams for a degree.
Reason for the loss of rights to take the final exams:	
<input type="checkbox"/>	definitive failure in the following field of study: _____
<input type="checkbox"/>	other reason: _____
<input type="checkbox"/>	the student has signed up for examination requirements in the current semester (please attach the original attestation to this effect as well as a certified translation in German)
<input type="checkbox"/>	did not attempt to complete requirements of his or her programme of study.
<input type="checkbox"/>	failed requirements of his or her programme of study.
_____	_____
place/Date	signature and stamp of the office for examination matters at the student's previous university

The following documents (including the original and a certified translation in German) are to be included with this clearance form:

- **Proof of completion of examination requirements / grade scale** with all requirements, both completed and not completed. The earned and unearned ECTS must be indicated (if available)
- **Transcript of studies**