

Clearance form

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

Previous university attended
Name: _____
Address: _____
Country: _____

Student's name: _____
Date of birth : _____
Degree program: _____
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 the right to take the final exams:	
<input type="checkbox"/>	Final failure in the following subject: _____
<input type="checkbox"/>	Other reason: _____
<input type="checkbox"/>	The student has signed up for examinations in the current semester (please attach the original certification to this effect as well as a certified translation in German)
<input type="checkbox"/>	The student did not attempt to complete requirements of his or her degree program.
<input type="checkbox"/>	The student failed requirements of his or her degree program.
Place/date	Signature and stamp of the Examination Office 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**