

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

- did not complete the final exams for a degree.
 has permanently lost the right to take the final exams for a degree.

Reason for the loss of rights to take the final exams:

- definitive failure in the following field of study: _____
 other reason: _____
 the student has signed up for examination requirements in the current semester
 did not attempt to complete requirements of his or her programme of study.
 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 are to be uploaded in German and/or English translation 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**