

TIPS and INSTRUCTIONS: what to do after the defense of the Master's Thesis

- 1. Cancellation from registration as a graduate of the Department**
 - You will find the form on the examination board's homepage.
 - Collect the signatures
 - Do not forget your own signature
 - Hand in the form to the examination board.

- 2. Registration form for study-related stays abroad**
 - You will find the form on the examination board's homepage.
 - Even if you don't have a stay abroad; please fill out the form as far as possible and sign it
 - Hand in the form to your examination board

- 3. Application form for exiting the university (Antrag auf Exmatrikulation)**
 - The appropriate form is available at Student Office (ASC), in your examination office or online.
 - Collect the necessary signature (library)
 - Hand in the form to your examination board

Please note: You can keep your status as student until the end of the semester (enter the exit date appropriately).

3. How can I get my certificates?

- After all requirements have been met and received by the examination board, the final grade will be calculated.
- You will be sent a preliminary certificate concerning your degree (pick-up is also possible).
- A transcript form will be made and sent to you via post (pick-up is also possible).
- Please check the information on the certificate. Finally, contact the examination board via telephone or email, and either confirm or change your information.

- At the given time, you will be invited to a graduation celebration (this date will already be posted in your preliminary certificate).
- Sign up accordingly via the TU Ilmenau's ALUMNI webpage!
- Enjoy the graduation celebration with your family!

You are only allowed to pick up your degree after this date, or have your degree picked up by someone else after this date under extenuating circumstances