How to apply for an “Exmatrikulationsbescheinigung” – Exchange students

1. You need to login to PRIMUSS. To get to the PRIMUSS website open the following link: https://www1.primuss.de/cgi/Sesam/sesam.pl?FH=fhm

2. You can change the language by clicking “English version”.

3. Enter your data to login to the system

4. If you experience any problems with the login process please try to use a different browser. Login works best if you use Mozilla Firefox (c: https://www.mozilla.org/en-US/firefox/new/)

5. Click on “Services” in your Menu and then on “Continue with Applications and Messages” in the section Applications and Messages. See pictures below.
6. Click on “File an application” in the Menu and select “De-registration” in the drop-down Menu. See picture below.
7. Complete the document, sign it and upload it in PRIMUSS.
8. A hard copy of the “Exmatrikulationsbescheinigung” will be sent to your address stored in PRIMUSS.