Step-by-Step Instructions on how to Withdraw from an Exam

I. Go to: Portal²

Before registering for or withdrawing from an exam you first need to log in to Portal² (Log in with the username and password you received from the University Computing Center)

II. Exam registration and withdrawal

Click on “My Studies” to get to “Exams and exam results”.

Then click on “Exam registration”. Read the information carefully and check the relevant box:
After selecting the respective program and module, you now have to select the exam you would like to withdraw from.

If you have registered for an exam and the withdrawal period has not yet expired, you can see a “withdraw” link (red) next to it.

**By clicking on this link, you are withdrawing from the exam.**

Please note: If you have withdrawn from an exam, you will NOT be automatically registered for the alternate exam date or the next possible exam date. You need to register for this exam again when you are ready to take it. The exam you withdrew from does not count as an examination attempt and it will not be graded.

In order to make a change in registration (from the regular to the alternate examination date), you need to submit the request form at the [Express Service](#).

If there is no “withdraw” link next to the exam in Portal² or the note “Mandatory registration. Withdrawal not possible!” you are not or no longer able to withdraw from this examination or you might have to submit a request form.

⇒ In case you have any questions, please contact your advisor at [Student Services I](#) or [Student Services II](#).