

Request for leave of absence

For winter semester: WiSe

For summer semester: SoSe

Registration no.:

Matriculation no. of the university:

University:

Course of studies:

Date of birth:

Street / house no.:

Postal code / city:

Reasons for leave of absence:

Illness

Care for a close relative

Maternity leave (pregnancy) and parental leave

Studies abroad / stay abroad

Completion of an internship

Voluntary service (Freiwilliges Soziales / Ökologisches Jahr; Bundesfreiwilligendienst)

Business reasons when studying alongside working or in dual courses of study

Impossibility of attending courses when, after a semester on leave of absence, the required courses are not offered in programs that offer specific courses only in winter semesters / summer semesters

Other Reasons (select only, if none of the above mentioned reasons applies)

I assure the correctness of the information given. I am aware, that I have to re-register even when on leave of absence and that study- and examination achievements cannot be obtained during the semester on leave of absence. I am enclosing evidence of my reasons to this request.

Place, date

signature