

(Entry by the department 1: Registrar's Office)	
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**Dezernat 1: Studium und Lehre**

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**Office Hours:**

Monday – Thursday 12 pm to 15 pm  
or by arrangement

**APPLICATION FOR LEAVE OF ABSENCE**

- for the winter semester \_\_\_\_\_
- for the summer semester \_\_\_\_\_

**1. Personal data**

Surname, first Name: \_\_\_\_\_

**Matriculation number.:** \_\_\_\_\_ **phone number:** \_\_\_\_\_

**2. Reason for the application**

- Voluntary service according to „Bundesfrei- willigendienstgesetz“ (BFDG) or „Jugend-freiwilligen-dienstgesetz“ (JFDG)  
(Attachment: copy of the contract)
- Maternity / parental leave  
(Attachment: copy of pregnancy certificate with probable birth date, birth certificate)
- Care of close relatives  
(Attachment: Certificate from the health insurance fund or the medical service of the health insurance company)
- Illness  
(Attachment: qualified medical certificate with anticipated duration of the disease)
- Function in the organisation of the university, the student union or the „Studierendenwerk“  
(Confirmation by the leader of the body)
- Study-related internship  abroad  
(Confirmation by a representative of the subject)
- Study-related stay at a university in Germany or abroad  
(Confirmation by a representative of the subject or through the International Office (exchange programs))

**3. Refund of the semester contribution** (only with application **before** semester start!)

- I request the refund of the already paid semester contribution by enclosed application („Antrag auf Rückerstattung“). I am aware that I can not use the semester ticket.

**4. Please note**

- During a leave semester the student status is kept. Students are still required to have mandatory health insurance (also if you are abroad, since you are a student in Germany) and a residence permit.
- Students are in general allowed to take a total of two leaves of absence (two semesters) per degree programme (except in cases of illness, maternity and parental leave). A retroactive leave of absence for a completed semester is not possible.
- Semesters of leave of absence count as semester, but not as subject related semester. During the leave of absence it is generally not possible to take examinations. Students who are on leave for maternity or parental care may take up to 15 credits. Please note that certain state benefits (e.g. ALG2) are only granted if no exams are taken during the leave of absence.
- Certain state benefits (z.B. child benefit, BAföG, scholarships ,...) are not (fully) granted during the leave of absence. Please inquire with the relevant authorities about the possible consequences of a leave of absence.
- A contribution refund can only be made if the refund request is submitted **before the beginning of the semester**. In case of refund the semester ticket cannot be used. The thoska has to be submitted together with the refund request to the department 1 for revalidation.
- If the application is submitted after the beginning of the semester, the full semester contribution must be paid.

**I confirm that my information is true and complete. I read the notifications.**

**Date** \_\_\_\_\_

**Signature student** \_\_\_\_\_