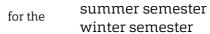
## Application for a leave of absence





Student ID no.:			
Degree programme:			
Last name, first name:			
Street name and number:			
(Please remember to keep your address up-to-date in the HIS system, too.)			
ZIP code, city:			
Phone number in case of questions:			
Reason for the leave of absence (Please tick	the <u>one ı</u>	number that applies.)	
Illness*	1	Federal volunteers service	5
Preparing for an examination	2	Employment subject to social security contrib.	6
Internship (voluntary)	3	Maternity/parental leave **	7
Semester abroad (for studies or other reasons)	4	Other reasons	9
* In case of an illness a doctor's note or similar ** In case of deadlines that have to be kept due		e has to be provided. rnity leave or in case of parental leave suitable evide	nce has to be provided
Please note:			
	Educatio	on Act no coursework or assessment may be compl	eted during a leave of
This does not apply to completing coursework	c or asses	ssment during a leave of absence due to maternity	or parental leave (in
accordance with §15 of the Bundeselterngeld-	und Elte	rnzeitgesetz [German legislation on parental allowa	ances and parental
leave]. A separate application has to be filed in	n this cas	se, however.	
Assessment and exams which have been grade	ed as FAI	L may be re-taken upon request during a leave of al	sence; this applies to
all students in accordance with §40 para. 6 of t	he Highe	r Education Act.	
Place, date		Signature	
		(Applications lacking a signature are not v	ralid.)
Please note, that you do not qualify for BAföG f	funding c	luring a leave of absence.	
To be filled in by FUAS.			
Priifungsmanagement i O:	TU:	bearbeitet von:	