

Application for a leave of absence for _____ semester 20__ / __
(also serves as application for re-registration)

Registration no.

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Last name, First name _____

Please note:

This application for leave of absence must generally be submitted to the Service Center for Academic Studies during the re-registration period (for winter semester: 1 June – 15 Aug., for summer semester: 15 Jan. – 15 Feb.) or, if you have already re-registered, **at the latest one day before the start of the lecture period**, together with suitable evidence. In exceptional cases (e.g., illness, births or death in the family), the application must be submitted immediately following the event, **by the end of the lecture period at the latest**.

Important information on payment of fees:

You are always required to pay the **70 euros** in administrative fees, the **56 euros** in semester fees and the **7 euros** for the student body (a total of **133 euros**) during the re-registration period in the case of a leave of absence.

Please note that if you have already re-registered for the semester, you can only receive a reimbursement for the solidarity contribution (initial fee for the Semester Ticket) of **28 euros** if you apply for a leave of absence before the beginning of the semester (1 April or 1 Oct.).

I am applying for a leave of absence for the following reason:

- | | | |
|--|---|--------------------------|
| Illness
Evidence: letter from a doctor certifying that you are not capable of completing the necessary courses due to your illness for the applicable semester | 1 | <input type="checkbox"/> |
| Study abroad in a foreign-speaking country for students of modern languages who are not enrolled at a foreign university (possible only for one semester)
Evidence: informal written statement | 2 | <input type="checkbox"/> |
| Internship that is not a required element of study and examination regulations
Evidence: confirmation from your faculty (faculty assistant) that the internship contributes to your education and is not required; signed internship agreement giving start and end dates | 3 | <input type="checkbox"/> |
| Study at a foreign university, language school or activity as a foreign language or school assistant (not including the practical semester for teaching degree students!)
Evidence: For an initial leave of absence: letter of acceptance from the foreign university/language school
For subsequent leaves: certificate of enrollment or proof of activity specifying the exact beginning and end of your stay abroad | 4 | <input type="checkbox"/> |
| Completion of military or community service
Evidence: For an initial leave of absence: copy of your conscription notice
For subsequent leaves of absence: confirmation of your current term of service specifying the beginning and end of the term (not a conscription notice) | 5 | <input type="checkbox"/> |
| Illness, birth or death in the family, responsibility to care for family members
Evidence: brief written statement with letter from a doctor, copy of birth or death certificate | 6 | <input type="checkbox"/> |
| Maternity/parental leave. Preparation for delivery and subsequent care for child (§ 3 paragraph 1, Maternity Protection Law, § 15 paragraphs 1 to 3, Federal Law on Parental Allowance and Parental Leave)
Evidence: copy of your maternity record or other document specifying the date of delivery | 7 | <input type="checkbox"/> |

- For change of name or address, please see overleaf -

1. Change of name

(Please enclose evidence of the change, your course transcript book, and a passport photo)

New surname: _____

First name: _____

Previous surname
or name at birth: _____

2. Change of address (e.g., parents' address)

Street/house no.: _____

Address supplement: _____
(c/o, room no.)

Postal code/city: _____

If the address is in a foreign country,
please indicate the international vehicle registration code: _____
(e.g., CH for Switzerland)

Telephone number: _____ / _____

E-Mail address: _____

Important information!

1. The data on your leave of absence will be collected, stored, processed, and – provided that the necessary legal preconditions have been fulfilled – passed on (§ 12 of the State Higher Education Law, § 9 of the State Data Protection Law of Baden-Württemberg, Regulations of the Ministry of Science and Research on Collecting and Processing the Personal Data of Applicants for Study, Students, and Examination Candidates for University Administrative Purposes from 28 Aug. 1992 (GBL. 1992, page 667)).
2. The leave of absence always covers the entire semester, even if it was applied for after the start of the semester. It is not possible to receive a leave of absence for part of a semester.
3. Pursuant to § 61 paragraph 2 of the State Higher Education Law, students on leave cannot participate in student government. They are not permitted to take courses or use university facilities (except for information centers, as described in § 28 of the State Higher Education Law). However, they are permitted to take examinations that are not part of a course. **Caution:** Students on leave are not permitted to take final examinations or submit final theses. Students who received their leave of absence due to maternity/parental leave are **not** affected by this clause. They may take any courses or examinations they wish, earn credits, and use university facilities.
4. A leave of absence may have consequences for the payment of BAföG, children's or orphan's allowances, etc. You have a legal obligation to inform all relevant authorities of your leave of absence of your own accord – particularly if you received the leave after you registered for the semester.

I confirm that the data I have provided is correct.

Location, Date _____ Signature _____