

# Leave of Absence Application



TECHNISCHE  
UNIVERSITÄT  
DARMSTADT

## DEADLINE FOR SUBMISSION:

within the re-registration period for the corresponding semester, at the latest until the end semester for which the leave is being requested. (SoSe = 30.09. / WiSe = 31.03.)

## DEPARTMENT

Your original university entrance qualification (for example: Abitur, High School Diploma) is

- German → Student Service (Karo5) at TU Darmstadt  
 Foreign → International Admissions (Referat VIII A) at TU Darmstadt

## The President

The Vice President  
for Academic Affairs  
and Diversity

Unit Student Service

## Mailing Address:

Karolinenplatz 5  
64289 Darmstadt

## Email Address:

studsek@pvw.tu-darmstadt.de

Summer Semester 20\_\_\_\_  Winter Semester 20\_\_\_\_/\_\_\_\_

Student ID Number (Matrikelnummer)

Last Name, First Name (Please write legibly)

Email / Telephone Number (This is also a required field!)

## I AM REQUESTING A LEAVE OF ABSENCE FOR THE FOLLOWING REASON:

(Please check the appropriate box and attach the relevant documents)

- Illness**, which prevents a regular course of study in the semester listed above  
*Proof must be provided* via a doctor's note (*Attest*) which includes the expected duration of the illness.
- Study-Related Internship** →  in Germany  International  
*If the information regarding "in Germany, international" is not filled out, a German internship will be recorded!*  
*Proof must be provided* via confirmation from the Office for Student Affairs, see the box to the right.
- Study Abroad**  
*Proof must be provided* via a copy of the confirmation from the **International Office at TU Darmstadt AND Admission to the Partner University** "Letter of Acceptance" OR via confirmation from the **Office of Student Affairs (Studienbüro)**, see the box to the right, for the semester listed above.
- Maternal Leave**  
*Proof must be provided* via a copy of an excerpt from your maternal health passport (*Mutterpass*). Your name and the expected due date of your child must be identifiable on the copy. Your request for a Leave of Absence will result in your obligation to officially register the birth of your child to the regional council (*Regierungspräsidium*) of Darmstadt, according to §27 Sec. 1 No. 1 of the Maternity Protection Act (MuSchG). The form entitled "**Mitteilung einer schwangeren oder stillenden Studierenden**" can be found at [https://www.intern.tu-darmstadt.de/dez\\_iv/downloads/index.de.jsp](https://www.intern.tu-darmstadt.de/dez_iv/downloads/index.de.jsp), and is also to be filled out and submitted to the Office of Student Affairs (*Studienbüro*).
- Paternal Leave**, Caring for children according to §15 of the Federal Child-Raising Allowance Act (BERzGG). *Proof must be provided* via a copy of your child's birth certificate.
- Caring for Dependent Relatives**  
*Proof must be provided* via a doctor's note (*Attest*), which states the dependency of the relative, the expected amount of time you will be caring for your relative, and that you, specifically, are responsible for caring for your dependent relative.
- Sports Participation on the Federal Level**  
A-, B-, C-, or D/C-Team in a professional organisation of the German Olympic Sports Confederation (DOSB). *Proof must be provided* via a certificate from the corresponding professional organisation.
- Service as an Appointed or Elected Representative in the Academic or Student Self-Administration**  
*Proof must be provided* via a certificate from the election office or the chairperson of the corresponding committee, which confirms your participation, the duration of your term, as well as the substantial demands on your time, which have been caused by your service as a representative.
- Other Important Reason**  
*Proof must be provided* via an individual, written certificate.  
Non-important reasons include non-study-related internships, financing of studies, working in a family business, Bachelor/Master Thesis

**Bestätigungsvermerk des  
Studienbüros**  
(nur bei Grund 2 u. 3)

Hiermit wird der Bezug des Beurlaubungs-  
grundes zum Studium bestätigt.

SoSe u./o.  WiSe

Anzahl der genehmigten Semester \_\_\_\_\_

---

Stempel und Unterschrift  
des Studienbüros

## STATEMENT →

I have read and understood the information listed in this Leave of Absence Application, as well as in the Checklist on the opposite side of this form. The evidential documents which I submit in addition to this form are authentic and accurate. I have also communicated any changes in the details of my case from the previous semester. By submitting this form, I am also submitting an unequivocal declaration of my intent, thereby relinquishing my ability to retract my application.

X

X

The following information will be filled out by a representative of the TU Darmstadt:

Die Änderung wurde erfasst am \_\_\_\_\_, von (Sachbearbeiter) \_\_\_\_\_

Neuer Lepo wg. Änderung wurde ausgestellt: SoSe → JA  / NEIN  | WiSe → JA  / NEIN

Updated: March 2020