Application for taking a leave of absence

Please submit your application together with the relevant supporting documents using the contact form (www.student.uni-stuttgart.de/en/contact/), by post/house mailbox or onsite during the office opening hours of the Student Services and Examination Office (Pfaffenwaldring 5c, 70569 Stuttgart).

I hereby apply to take a leave of absence for the following semester:

Winter semester: _____ Summer semester: _____

Surname: _____

First name: _____

Student ID number: _____

Study program: _____

For the following reason (please attach supporting documents for each applicable reason):

Studying at a foreign university or a foreign language school (supporting document: proof from a foreign university or language school)

Foreign language assistant or school assistant abroad

Subject-related, voluntary internship (practical work experience)

Illness (supporting document: current medical certificate)

Completion of federal voluntary service (Bundesfreiwilligendienst) or military service (proof: certificate of service duration)

Caring for a close relative in accordance with § 7 para. 3 Pflegezeitgesetz (Caregiver Leave Act) (supporting documents: current medical certificate)

Birth of a child, maternity leave, parental leave and caring for a child in accordance with § 3 para. 1 MuSchG or § 15 para. 1 to 3 of the Federal Parental Allowance and Parental Leave Act (supporting documents: pregnancy log book record, or birth certificate and certificate of registration)

Other important reasons (please attach supporting documents)

Internship

Period: from_____ to _____

Internship at: _____

I confirm that this is **not** a compulsory internship specified in the examination regulations.

Studying abroad:

Period: from_____ to _____

Country / name of the university: _____

Organized by the International Office: Yes   No

If yes: Conformation stamp from the International Office

In which cases a leave of absence is possible as well as further information about the leave of absence can be found on our website: www.student.uni-stuttgart.de/en/organizing-studies/formalities/leave-of-absence/

_____   _____
Location, date   Signature