



Application for taking a leave of absence

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

www.student.uni-stuttgart.de/en/contact/

I hereby apply to take a leave of absence for the following semester(s) (max. 2 semesters):

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 language school

Foreign language assistant or school assistant abroad

Practical work / subject-related internship

Illness (supporting documents: medical certificate)

Completion of voluntary service (supporting documents: certificate of duration of voluntary service)

Caring for a close relative in accordance with § 7 para. 3 Pflegezeitgesetz (Caregiver Leave Act) (supporting documents: 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 reason (please attach supporting documents)

www.student.uni-stuttgart.de/en/organizing-studies/formalities/leave-of-absence/

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

Location, date

Signature