

University of Cologne
The Chancellor
International Office



University of Cologne
International Office
Albertus-Magnus-Platz
50923 Cologne

The application for leave of absence has to be submitted to the International Office together with evidence for the reason for taking leave

- **by 31 March latest for the summer semester**
- **by 30 September latest for the winter semester.**

Application for leave of absence

Please enter you student registration number:

I,

Last name

Name

Street

Post code, place

hereby apply for a leave of absence for (max. 3 semesters of leave per application):

Winter semester _____ / _____ **Winter semester** _____ / _____

Summer semester _____ **Summer semester** _____

for one of the following reasons:

	Reasons for leave	Proof required
<input type="checkbox"/>	[1] Sickness	Medical certificate attesting that proper studying is not possible (inability to study).
<input type="checkbox"/>	[3] Internship (duty to pay semester fee remains)	Certificate that the internship is conducive to the degree course
<input type="checkbox"/>	[4] Studies abroad	Certificate of studies of the foreign university or other confirmation of the semester abroad (eg. Erasmus confirmation)
<input type="checkbox"/>	[5] Federal Volunteer Service	Certificate of service
<input type="checkbox"/>	[7] Pregnancy (duty to pay semester fee remains)	Maternal health passport, medical certificate
<input type="checkbox"/>	[7] Child care (duty to pay semester fee remains)	Copy of the child's birth certificate
<input type="checkbox"/>	[7] Nursing / caring for relatives in need of care (duty to pay semester fee remains)	Written statement and current notice about the level of care granted, in which you are named as the person responsible for caring for your relative.
<input type="checkbox"/>	[9] Other important reason (duty to pay semester fee remains)	Depends on the individual application (the effect restricting the studies has to be comparable to the other circumstances).

I am aware that I have to pay the corresponding semester fee within the period indicated after my leave has expired in order to continue my studies (for the summer semester by 15 February and for the winter semester by 15 July).

On the occasion of a leave of absence being granted, my information will be forwarded to the *Landesamt für Datenverarbeitung und Statistik NRW* [Department of the State of NRW for Data Processing and Statistics]. I have taken note of the exact designation of the information and the legal basis for their transfer printed on the back of this form.

Date and signature of the student

Date and signature of the International Office

Please read the notes on the back hereof

On the occasion of a leave of absence being granted, the following information will be forwarded to the Landesamt für Datenverarbeitung und Statistik NRW [Department of the State of NRW for Data Processing and Statistics]: Student registration number, last name, first name, birth name (if applicable), country of place of birth, sex, nationality, reason for leave; date when the leave becomes effective.

Legal basis: The information is collected on the basis of the University Statistics Act (*Hochschulstatistikgesetz-HStatG*) of 02.11.1990 (Federal Gazette I p. 2414) in connection with the Federal Statistics Act (*Bundesstatistikgesetz-BStatG*) of 22.01.1987 (Federal Gazette I p. 565) as amended by Article 2 of the Act of 17.12.1990 (Federal Gazette I p. 2837)

Am I allowed to use my semesterticket during the period of leave of absence?

If you are on an absence leave and you did not pay the semesterfee, your UCCard is **not** valid as a ticket for the public transport buses and trains in North Rhine-Westphalia.

What do I need to keep in mind when I stay abroad?

Your address may need to be changed so that we may properly send you your semester documents in spite of your absence. In case of questions you should give someone a written power of attorney because we may not give out information to any third parties (parents included!)

How long may the period of leave of absence last?

A period of leave of absence may be applied for for several semesters in advance, as long as the period applied for is backed by the corresponding evidence. Overall, up to six semesters of leave of absence may be granted. Any semesters of leave already granted by other German universities will also be counted. The provision of Section 8 para. 1(f) (Caring for and Educating Children within the meaning of Section 25 para. 5 of the Federal Training Assistance Act) remains unaffected.

Can I acquire proofs of performance or sit exams?

Students on leave are not entitled to acquire proofs of performance or sit exams at the university where they are enrolled (Exception: Caring for and Educating Children within the meaning of Section 25 para. 5 of the Federal training Assistance Act and caring for a spouse, the partner in a registered civil partnership or immediate relatives or relatives by marriage).

Certificate that the internship is conducive to the study course (domestic internship or internship abroad)

It is hereby confirmed that the internship is conducive to the study course and granting leave of absence for the applied semester is hereby recommended.

Date

Stamp and signature of the competent Dean's Office / Institute