

Please take note of the following guidelines:

- The application can only be processed if appropriate reason or proof is provided!
- The period of absence should cover most of the lecture and examination period.
- Please fill out the application in typescript if possible, or alternatively in block letters.
- Please send the application with the required proof to the following address: Technische Universität Chemnitz, Studierendenservice, 09107 Chemnitz.
- **Incomplete applications cannot be processed!**

for

Last name:

First name:

Enrolment number:

Date of birth:

Address:

Phone number:

I apply for leave of absence for the following reason:

Please mark as appropriate and attach proof.

1. Own disease

(e.g. copy of health insurance voucher)

2. Internship insofar as not obligatory according to the study regulations

(e.g. copy of concluded internship contract)

3. Study abroad, insofar as not obligatory according to the study regulations

(e.g. certificate of enrolment of the university abroad)

4. Fulfilment of a statutory duty

(e.g. copy of army draft card)

5. Care of own children

(written declaration of specific circumstances)

5. Maternity and/or parental leave, prohibition of employment

(e.g. copy of pregnancy record book or copy of birth certificate, in case of prohibition of employment, a copy of the medical certificate)

6. Justified social distress

(written declaration of social distress, declaration of income and asset situation)

Date:

Signature (applicant):