

## Application for Leave of Absence

- ☐ for summer semester \_\_\_\_\_ ☐ for winter semester \_\_\_\_\_  
☐ up to and including \_\_\_\_\_ semester \_\_\_\_\_

Student ID number:			
Last name, first name:			
Mailing address (in Germany):			
Email address (University account):		Phone:	

A leave of absence may only be granted for the reasons listed in the table below and only if you submit the corresponding documentation. The application must be received by the end of the re-registration period. Exceptions are possible if the reasons for requesting a leave of absence occur after the deadline, but no applications are accepted after May 15 for a summer semester and November 15 for a winter semester. If you apply late because the reasons for requesting a leave of absence occurred after the re-registration deadline, you must include the relevant documentation with your application. Otherwise, late applications must be denied. If you have already re-registered when applying for a leave of absence, an application for leave of absence with reduced semester fees may only be approved if you return the student transit pass with your application for leave of absence.

X	Reason for leave of absence	Situation	Evidence	Semester fee/€ SuSe 2024
	<b>Stay abroad beneficial to study</b>	<ul style="list-style-type: none"> <li>Enrollment at a university abroad</li> <li>Enrollment at a language school abroad</li> <li>Other experience abroad that is beneficial to your studies</li> </ul>	<ul style="list-style-type: none"> <li>Certification by your department confirming that you will continue your studies and that your time abroad is beneficial to your studies (see reverse)</li> <li>Copy of your scholarship letter for your stay abroad</li> </ul>	21.06
	<b>Federal Volunteer Service</b>	<ul style="list-style-type: none"> <li>Social work</li> <li>Culture, sports</li> <li>Environment</li> <li>Integration activities</li> </ul>	<ul style="list-style-type: none"> <li>Reference letter</li> <li>Official confirmation</li> </ul>	21.06
	<b>Illness that keeps you from completing your degree on time</b>	<ul style="list-style-type: none"> <li>Attending courses and completing the expected requirements is impossible due to illness.</li> </ul>	<ul style="list-style-type: none"> <li>Medical certificate that recommends a leave of absence because illness leaves the student unable to attend courses and complete the expected requirements</li> </ul>	21.06
	<b>Practical activity beneficial to your studies</b>	<ul style="list-style-type: none"> <li>Internship that supports your academic goals</li> <li>Internship that is required for your degree according to the study regulations</li> </ul>	<ul style="list-style-type: none"> <li>Copy of your internship contract <u>and</u> certification by your department confirming that the internship is beneficial to your studies (see reverse)</li> <li>Confirmation from the Internship Office (only for students in Agricultural Sciences)</li> </ul>	323.96
	<b>Obligation to care/provide for a family member in need of nursing care and for underage children</b>	<ul style="list-style-type: none"> <li>Caring and providing for your spouse, registered partner, or a relative in direct line or a first-degree in-law, given there is a documented need for care or provision</li> <li>Childcare responsibilities that keep you from completing the expected academic requirements</li> </ul>	<ul style="list-style-type: none"> <li>Written justification <u>and</u> nursing care classification letter for the family member to be cared or provided for</li> <li>Medical certificate</li> <li>Copy of the child's birth certificate</li> </ul>	323.96
	<b>Pregnancy</b>	<ul style="list-style-type: none"> <li>Pregnancy that keeps you from completing the expected academic requirements</li> </ul>	<ul style="list-style-type: none"> <li>Excerpt from the maternity card or medical certificate</li> </ul>	323.96
	<b>Other important reason</b>	<ul style="list-style-type: none"> <li>Your involvement in the family business is required</li> <li>You are active in bodies of the University, the student body or the Studierendenwerke</li> <li>You serve as chairperson, deputy chairperson or treasurer in a departmental student council</li> <li>You are absent in the interest of the University</li> <li>Economic hardship, provided that your studies have progressed in an orderly manner and you are predicted to finish your degree successfully</li> <li>You are waiting for the results of your final examination, provided that all other examinations were completed in the previous semester</li> <li>You are a top-level athlete and need to take a semester on leave for athletic reasons, especially for preparing for important championships</li> </ul>	<ul style="list-style-type: none"> <li>Business registration, excerpt from the annual report of the family business and written justification and confirmation from your parents</li> <li>Confirmation from the University body, endorsed by the dean if you work for your department's student council</li> <li>Documentation from the inaugural meeting or confirmation from the General Students' Committee (ASTA)</li> <li>Letter from the delegating body</li> <li>Certification by a university professor authorized to issue certificates of achievement according to § 48 BAföG confirming that your studies prior to the requested leave of absence period have progressed in an orderly manner and that you are expected to finish your degree program successfully (see reverse) <u>and</u> evidence of private bankruptcy or other comparable economic hardship</li> <li>Letter from the examination authority (see reverse)</li> <li>Current squad certificate (original or certified copy) and official exercise and competition schedule issued by the responsible federal sports association</li> </ul>	323.96

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Please also see the reverse of the form!*

*To get a refund of fees already paid for the semester for which leave is requested, please provide your bank details there. If you have already received your semester documents, please enclose these with your application for leave of absence.*

**Student ID number:** \_\_\_\_\_ **Last name:** \_\_\_\_\_ **First name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Certification of academic benefit** (Reason for leave of absence: study abroad or internship that is academically beneficial)

In the requested period, the student will complete

- ☐ a study abroad program beneficial to his/her studies  
☐ an internship beneficial to his/her studies

and subsequently intends to continue his/her studies at the University of Bonn.

Date, signature, and stamp of responsible dean's office / institute / seminar: \_\_\_\_\_

**Certification by the examination authority** (Reason for leave of absence: Waiting for the results of the final examination, provided that all other examinations were completed in the previous semester)

The student has completed all examinations required to complete his/her degree program in accordance with the relevant examination regulations. In the semester for which leave is requested, the only thing left to do is wait for the results to be released. (If submitting the bachelor's, master's, or Diplom thesis concludes the examination procedure, this is considered the final examination.)

Date, signature, and stamp of the responsible examination authority\*: \_\_\_\_\_

(\*For the degree program in Law, this certification may also be signed by the subject-specific study advisory service in Law if the **university** examination is completed after the state examination.)

**Certification by a university professor authorized to issue certificates of achievement in accordance with § 48 BAföG.**

(Reason for leave of absence: economic hardship, provided that the student has progressed in an orderly manner and is predicted to finish their degree successfully)

The aforementioned student has demonstrated that his/her studies prior to the semester for which leave is requested have progressed in an orderly manner and that his/her are expected to finish their degree program successfully.

Date, signature, and stamp of university professor: \_\_\_\_\_

**If paid fees are refundable, please transfer to the following bank account:**

IBAN: \_\_\_\_\_ BIC: \_\_\_\_\_

Bank name: \_\_\_\_\_ Account holder: \_\_\_\_\_

**Information about leaves of absence**

**How many semesters can I be on leave?**

Leaves of absence are granted for one semester. Up to three consecutive semesters of leave of absence may be approved at a time if all necessary documentation can already be provided for all requested semesters. The maximum amount of leave that can be granted is ten semesters. This also includes semesters on leave granted by other German universities.

**My reason for taking a leave of absence incurs only the reduced semester fee, but I want to use the student transit pass?**

Please submit the documentation required for your actual reason for requesting a leave of absence. On the application form, however, check "Other important reason" and pay the full semester fee. This will lead to your student transit pass to be issued.

**How and how much do I pay?**

Depending on your reason for requesting leave, you will be charged a reduced semester fee or the full semester fee during your leave of absence. Please see the front page of this form for the amount to be paid in each case. If you want to request more than one semester of leave in advance, the amount of fees to be paid in subsequent semesters, which is set in the fee regulations of the student body and the Studierendenwerk, may not yet be known. In this case, you have to make separate payments for each semester by the respective re-registration deadline. To make your payment, you can use a standard wire transfer form or pay online. In either case, be sure to provide the following information:

**Recipient:** Universitätskasse Bonn  
**IBAN:** DE20370100500010933502  
**BIC:** PBNKDEFF  
**Bank name:** Postbank Köln  
**Reference:** Student ID number (Don't forget this!)

**How does a leave of absence affect my studies?**

Semesters on leave are passive semesters that do not count towards the number of program-related semesters. **Students on leave are not permitted to receive certificates of achievement or take exams.**

This rule does not apply if you repeat failed exams and complete admission requirements that result from a stay abroad or practical semester for which leave was granted. Neither does it apply if the semester on leave is granted for the purpose of caring for and educating children as described in § 25 para. 5 BAföG and for the purpose of caring for your spouse, your registered partner, or a relative in direct line or a first-degree in-law.

If your leave of absence is longer than six months, your membership rights and obligations are suspended.

Your transcript of records, your student ID and your certificates of enrollment will list your status as "on leave."

**What happens after I submit my application for a leave of absence?**

The Student Registry will check whether your reason for requesting leave is valid and whether you have enclosed all required documents with your application. If this is the case, you will receive your semester documents for the current semester within approx. three weeks after paying the semester fee. Please review the information on your semester documents immediately and notify the Student Registry of any errors you may find.