

Application for leave of absence/Urlaubssemester

- for summer semester _____ for winter semester _____
 until _____ semester _____ (inclusive)

Matriculation number:			
Surname, first name:			
Postal address(Germany):			
E-mail address		Telephone:	

A leave of absence can exclusively be granted for the leave of absence reasons listed in the table and only with the corresponding evidence. **It is to be requested by the end of the re-registration period. Exceptions are only permitted if the reasons for the leave of absence only occur at a later time, although at the latest by May 15th for a summer semester and by November 15th for a winter semester.** If the reason of the leave of absence occur after the end of the re-registration period the application must include corresponding evidence. Late applications must otherwise be rejected. If re-registering has already taken place at the time the application is submitted, an application for a leave of absence with reduced social insurance contributions can only be granted when the travel ticket already received is returned with the application for a leave of absence.

X	Reason for leave of absence	Situation	Evidence	Social insurance contribution/€	
				SS 2018	WS 18/17
	Residence abroad that supports studies	<ul style="list-style-type: none"> • Studies at overseas university • Studies at overseas language school • Residence abroad that enhances studies 	<ul style="list-style-type: none"> • Certificate from the faculty regarding the continuation of studies and enhancement of studies by the overseas studies or residence abroad (see reverse) • Copy of scholarship letter for the residence abroad 	11,62	11,62
	German voluntary service (BFD)	<ul style="list-style-type: none"> • Social field • Cultural, sports field • Ecological field • Integration activities 	<ul style="list-style-type: none"> • Letter of reference • Official certificate 	11,62	11,62
	Illness that prolongs studies	<ul style="list-style-type: none"> • Attendance of courses and accomplishment of the expected academic achievements not possible due to illness 	<ul style="list-style-type: none"> • Medical certificate in which the leave of absence is recommended because no courses can be attended due to the illness and the illness prevents the accomplishment of the expected academic achievements 	11,62	11,62
	Practical activity that supports studies	<ul style="list-style-type: none"> • Internship corresponding to study objective • Internship required according to the study regulations as part of studies 	<ul style="list-style-type: none"> • Copy of the internship contract and certificate from the faculty regarding the enhancement of studies by the internship (see reverse) • Confirmation from the internship office (only applies to agricultural sciences course) 	287.22	287.22
	Care of relatives in need of nursing care	<ul style="list-style-type: none"> • Care for spouse, civil partner or a direct relative or relative in the first degree by marriage who requires nursing care 	<ul style="list-style-type: none"> • Written justification and care classification notice for the relative requiring care • Medical certificate 	287.22	287.22
	Pregnancy/childcare	<ul style="list-style-type: none"> • Pregnancy that prevents the accomplishment of the expected academic achievements • Childcare that prevents the accomplishment of the expected academic achievements 	<ul style="list-style-type: none"> • Extract from pregnancy record or medical certificate • Copy of child's birth certificate 	287.22	287.22
	Other important reason	<ul style="list-style-type: none"> • Required assistance in parent's business • Activity in the university institutions, the student body and student union • Position as chair, deputy or treasurer of a departmental committee • Absence in the interests of the university • Economic hardship with a proper course of study and positive forecast for the university degree • Awaiting the results of the final exam if all exam performances were already accomplished in the previous semester • Top-class athlete for sports reasons, particularly preparation for important competitions 	<ul style="list-style-type: none"> • Business registration, extract from the economic report for the business and written justification and confirmation from the parents • Confirmation from the institution, with endorsement from the dean for departmental committee activities • Evidence from the inaugural meeting or attestation from the ASIA (Bonn) • Confirmation from the delegating body • Confirmation from a university lecturer authorized to issue certificates of performance in accordance with § 48 BAföG that the requested leave of absence period is preceded by a proper course of study and there is a positive forecast for the university degree (see reverse) and evidence of private bankruptcy or comparable hardship • Attestation from the examination office (see reverse) • Current squad certificate (original or certified copy) and attestation from the responsible German association with regard to training and competition times 	287.22	287.22

Date: _____

Signature: _____

Please also note the reverse of the form!

To refund contributions already paid for the application semester, please state your bank details. If you have already received semester documents, please enclose these with the application for a leave of absence.

Matr.number:

Surname:

First name:

Signature:

Attestation of study enhancement

In the request period, the aforementioned applicant will complete

- residence abroad that enhances studies
- an internship that enhances studies

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

Date, signature and stamp of the responsible deanship / institute / seminar: _____

Attestation from the examination office

The applicant has accomplished all exam performances necessary to complete the course of study in accordance with the respective applicable examination regulations. Only the announcement of the test results is left in the leave of absence semester. (Where the submission of bachelor/master/Diplom theses concludes the examination procedure, this is considered the last exam performance.)

Date, signature and stamp of the responsible examination office*: _____

(*For the law course of study, this certificate can also be signed by the law course guidance service, where the university examination section is only completed following the state examination section.)

Attestation from the university lecturer authorized to issue certificates of performance in accordance with § 48 BAföG.

The aforementioned applicant has demonstrated that the semester in which the leave of absence is requested is preceded by a proper course of study and there is a positive forecast for the university degree.

Date, signature and stamp of the university lecturer: _____

If paid contributions can be refunded, please transfer them to the following account:

IBAN: _____ BIC: _____

Bank: _____ Account holder: _____

Information about the leave of absence

How long can my leave of absence be?

The leave of absence is granted for the duration of one semester. The leave of absence can take place for more than one semester (up to three) if the required evidence can already be submitted for all requested semesters. The leave of absence is limited to a total of ten semesters. Leave semesters that were granted at other German universities are included in this.

I have a leave of absence reason for which only the reduced social insurance contributions apply, but I would still like to use the Studiticket?

Please submit the leave of absence evidence that is required for the actual leave of absence reason. However, in the leave of absence application, please cross "other important reason" as the reason for the leave of absence and transfer the full social insurance contribution. You will then receive the Studiticket.

What do I pay and how?

During a leave of absence semester, reduced social insurance contributions or the full social insurance contributions are payable depending on the reason for the leave of absence. Please find the respective valid contribution sum on the front of this application form. If you would like to submit the leave of absence application for more than one semester in advance, it is possible that the contribution sum determined by the statutes of the student body and the student union is not yet known at the time the application is submitted. In this case, the transfer should be made in the re-registration period. To do this, you can use a normal transfer form or make the transfer online, as long as this contains the following information:

Recipient: Universitätskasse Bonn
IBAN: DE20370100500010933502
BIC: PBNKDEFF
Bank: Postbank Köln
Purpose: Matriculation number (Mandatory information!)

What effect does a leave of absence have on my studies?

Leave of absence semesters are passive semesters in which the number of semesters does not increase. **Students on leave are not entitled to acquire proof of performance or take exams.** However, this does not apply to retaking failed examinations and for participation prerequisites that are the result of an overseas or practical semester for which a leave of absence has been granted. It also does not apply if the leave of absence takes place due to care and raising of children as defined by § 25 para. 5 Federal Training Assistance Act (BAföG) and due to care for a spouse, civil partner or a direct relative or relative in the first degree by marriage. During a leave of absence for more than six months, the membership rights and obligations are suspended in self-management. The comment "on leave" is noted on the study documents, student ID and study certificates.

What happens once I submit my leave of absence application?

The student office checks whether there is a reason for the leave of absence and whether all necessary evidence is enclosed with your application. If this is the case, the semester papers for the respective current semester are sent to you approx. three weeks after the transfer of the social insurance contribution.

Please immediately check the information on the semester papers and report any errors to the student office.