



To the admissions office

## Application for a leave semester to WS \_\_\_\_\_ / SS \_\_\_\_\_

\_\_\_\_\_  
Family name

\_\_\_\_\_  
Given name

\_\_\_\_\_  
Student ID

The application for a semester leave has to be filed with the admissions office within the re-enrolment period.

### Reason for the leave (please tick a box and provide suitable evidence):

- ☐ Illness that prevents proper studying  
(**doctor's note**)
- ☐ Pregnancy / maternity leave, parental leave  
(**copy of expectant mother's record of prenatal care / birth certificate**)
- ☐ Care/nursing of a close relative  
(**doctor's certificate of the care/nursing needed by the close relative**)
- ☐ Doing a practical training required by the study course
- ☐ Studying abroad
- ☐ Doing voluntary military service or federal volunteer service
- ☐ Arising of an economic hardship unless leave was already granted for the previous semester for the same reason (**overview of personal income and financial affairs**)
- ☐ Absence from the place of study due to a research project organised by or for the benefit of THGA
- ☐ Taking on a role in bodies of the university or students' representation
- ☐ Other reasons (**written reasoning and evidence that good reason exists have been enclosed**)

I declare that the information provided is true and complete.

\_\_\_\_\_  
Date, signature