



## Suggestions for the form of medical certificates

Present this document to the responsible medical staff when you request a doctor's certificate or statement; it tells them what information needs to be included and makes it easier for them to issue a document which meets the requirements.

### Formal requirements:

- Medical certificates must be issued on paper bearing the issuing doctor's office's official letterhead.
- The doctor's stamp and signature must be visible and legible.
- The date of issue must be recent - or a further letter from you must be attached, giving reasons why the "old" medical certificate is still valid.
- The medical certificate must be issued by a qualified medical practitioner (doctor or psychotherapist).
- A discharge report issued by a hospital or rehabilitation clinic may in some circumstances meet the requirements to be recognized as a medical certificate.

### Contents:

- The aim is to enable the Examinations Board to get a clear picture of which areas you are limited in and how these might affect your studies.
- The certificate should contain information on the functional limitations at the physical, psychological, cognitive and/or social level which are relevant to your studies.
- If possible, the certificate should contain concrete details (e.g. writing speed slowed by 40%).
- It should include the length of time of the limitation (permanent/ temporary/ limited to a certain time/ since...).

### Please note:

- It is very helpful when the issuing person also provides details of the adjustments which in his or her view are appropriate as a compensation for the disadvantage.
- A concrete diagnosis need not be included. The same rules apply as in the case of an employee who calls in sick.