



Application for leave of absence

(§ 61 Landeshochschulgesetz, § 14 ZIO) for the

☐ **Winter semester 2026/2027**
(1 October to 31 March)

Date of receipt

When can applications for leave of absence be put forward?

During re-enrollment period: 1 June to 15 August 2026

Until start of lectures: 12 October 2026

In case of any later hindrance: immediately.

Leave of absence can only be granted for whole semesters and should not exceed more than two semesters. It is not possible to apply for leave of absence in retrospect, i.e. for past semesters. Likewise, leave of absence for reasons that arose after the end of the lecture period or leave of absence that was applied for after the end of the lecture period is excluded. The administrative semester fee has to be paid before applying for leave of absence. A leave of absence for students in the 1st semester is not permitted in undergraduate programmes (e.g. Bachelor, state examination). For further details see § 14 (1) ZIO, <https://www.uni-tuebingen.de/en/32147>.

Student ID no.		☐ Ms	☐ Mr
last name:		first name:	
address:	☐ as indicated ☐ new		
street, no.:		postcode, town:	
e-mail:		Phone*:	
(We will contact you preferably by your student e-mail should any questions come up).			

(* voluntary information)

I have been granted leave of absence before ☐ no ☐ yes, for number of semesters: _____

I request the exemption from tuition fees for international students or tuition fees for second degree students according to § 6 Abs. 2 Nr. 1 or § 8 Abs. 4 in conjunction with § 6 Abs. 2 Nr. 1 LHGebG. <i>Please note: An exemption can only be granted before start of lectures</i>	☐ (please indicate) 
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Reason for leave of absence		Required documents	
☐	Illness <i>Please note: A „sick note“ is not sufficient!</i>	☐	Official medical certificate stating that the student is not fit to study, cannot take part in study course, attend lectures, or achieve expected successful study performance..
☐	Maternity leave Expected date of birth: _____ ☐ Maternity leave starts within semester in question (6 weeks before and after giving birth)	☐	Maternity log / medical certificate stating expected date of birth
☐	Parenting _____ Name of child Date of birth <i>Please note: Leave of absence only possible until child's 3rd birthday. A deferral period can also be granted, but only before the 8th birthday of your child, and for two semesters (for births until June 30, 2015) or four semesters (for births from July 1, 2015).</i>	☐	Child's birth certificate ☐ Child's birth certificate has already been handed to the University. ☐ Registration certificate „Family“ confirming residence by Registration Office of municipality ☐ Registration certificate „Family“ has been handed to University. Child still living with me.
☐	Caring for a relative (§§ 14, 15 SGB XI in conjunction with § 7 Abs. 3 Pflegezeitgesetz)	☐	Certificate by health insurance stating necessity of long-term care, giving name of main care-taker <u>or</u>
		☐	medical certificate

→ Please note the reverse side →

Student-Id no.:		First name:		Last name:	
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Please indicate

Reason for leave of absence		Required documents	
☐	Internship Leave of absence can only be granted for internships taking at least three months or half of the semester. (For semester dates please see http://www.uni-tuebingen.de/de/843) <i>Please note: No leave of absence granted for obligatory internships that are part of a study program.</i>	☐	Contract (copy)
☐	For students of law (in accordance to audit regulations): Study period at university abroad	☐	Certificate by dean of studies that internship is beneficial to field of studies.
☐	Other reasons <i>Please note: Invalid reasons are preparing for exams, writing of doctoral thesis, financial problems etc.</i>	☐	Certificate by dean of studies that study period abroad is beneficial to field of studies. (Please fill in reason)

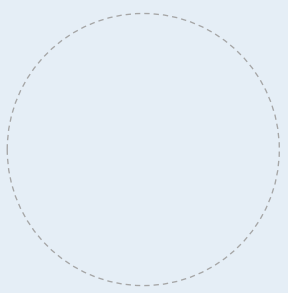
Personal assurance

I assure the correctness of the aforesaid statements and certificates and undertake to inform the University about any changes to these statements voluntarily and immediately. I am aware that I am not allowed to attend courses, to obtain ECTS credits, to take part in examinations or to use university facilities (excluding the University Library and services of the University IT centre).

The only exemption to this rule are students on maternity leave or those who have been granted leave of absence for caring for a relative according to § 7 Abs. 3 of Pflegezeitgesetz. I have checked possible implications of my leave of absence with the examination office, with the Amt für Ausbildungsförderung (Office for Educational Support / BAföG-Amt), with the appropriate family benefits department (concerning child benefit) and the relevant Foreigners' Registration Office.

Place, date	Signature of applicant

Decision (will be filled in by the Studierendensekretariat):

☐ The application for leave for the ☐ SoSe _____ ☐ WiSe _____ will be granted. ☐ The application for leave for the ☐ SoSe _____ ☐ WiSe _____ has been declined. Justification: _____ _____ _____ Notes: _____ _____ Tübingen, _____ signature: _____	
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