

Registrar Services

Leave of Absence (Undergraduate Students)

Students interrupting their studies at Constructor University Bremen for one or more semesters must hand in a Leave of Absence request to Registrar Services by no later than **July 15** for the following Fall Semester and by no later than **December 15** for the following Spring Semester. The application must include a **personal statement** detailing the reasons for requesting a leave, as well as **further supporting documentation**, if applicable (e.g., medical statement). Leave of absence may be granted for a maximum period of two semesters and after the completion of at least one semester of studies.

Personal Information	
Matriculation N°	
First and Family Name	
Academic Advisor	
Leave of Absence	
Reason for Leave of Absence Please underline →→→	<input type="checkbox"/> Health reasons <input type="checkbox"/> Internship <input type="checkbox"/> Maternity/Parental leave <input type="checkbox"/> Military service <input type="checkbox"/> Academic reasons <input type="checkbox"/> Other reasons (please specify): <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block; vertical-align: middle;"></div>
Semester(s) of Leave: Please specify →→→	
Student's Signature	
Date	Signature
Academic Advisor's Signature	
Date	Signature
Registrar Services Decision	
<input type="checkbox"/> Leave of Absence approved <input type="checkbox"/> Leave of Absence denied	
Date	Signature
Your contact details	
Please enter below your contact details during the Leave of Absence	
Mailing address:	
Telephone number / Private email address	/

Implications of a leave of absence

Please be aware that the January examination period officially belongs to the Fall term and the August examination period officially belongs to the Spring term.

1. A LoA does not serve automatically as an official excuse for the second examination period in the semester before the LoA. If you wish to be excused for exams during this period, please also request this on this form.
2. Conversely, you are not eligible to take exams during a LoA. If you wish to take exams at the end of the LoA semester (January or August), please apply for this with this form as well.

We would like to point out that your applications are binding. If you are absent from exams without excuse, this will be considered "fail". If you do not have permission to take exams during a LoA, you will not be allowed to sit the exams.

- I herewith apply to be excused for the following exams at the end of the term before the start of my LoA: _____
- I herewith apply to be admitted to the following exams at the end of my LoA: _____

Students who require residence permit in order to study in Germany may require the permission of the Migration office for the leave of absence to be approved.

Declaration:

I, _____, understand that an extended leave of absence may have implications on the extensions of my residence permit, especially if the leave of absence is outside the scope of an academic work, health reasons, maternity leave or a mandatory internship.

I give permission to Constructor University to check whether the approval of the Migration office is necessary and if so, if it can be obtained through the university.

I understand that I may be required to visit the Migration office before the final approval of my leave of absence.

Student's Signature	
Date	Signature

Approval of the Migration Office	
Date	Name, Signature and Comments