

**Please submit to STUDIS Studierendenservice  
by the reregistration deadline.**

For responsibilities and office hours, please see:  
<https://www.tuhh.de/tuhh/en/education/contacts/admission-registration-office>

In urgent cases, a separate appointment can be arranged

E-Mail : [study@tuhh.de](mailto:study@tuhh.de)  
Internet : [www.tuhh.de](http://www.tuhh.de)

**Visitor address:**  
Am Schwarzenberg - Campus 3  
Gebäude E  
21073 Hamburg

**Postal address:**  
21071 Hamburg

### LEAVE OF ABSENCE REQUEST

Surname, first name: \_\_\_\_\_

Course of study: \_\_\_\_\_

for the semester (WS 2023/24 e.g.): \_\_\_\_\_ Registration no. \_\_\_\_\_

I request leave of absence / a sabbatical semester for the following reason:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Internship<br>( <input type="checkbox"/> Germany / <input type="checkbox"/> abroad) | <input type="checkbox"/> High-level sporting<br>activities       | <input type="checkbox"/> Illness / disability                        |
| <input type="checkbox"/> Committee work  | <input type="checkbox"/> Business venture<br>(supported by TUHH) | <input type="checkbox"/> Pregnancy / maternity or<br>parental leave* |
| <input type="checkbox"/> Study abroad  |  | <input type="checkbox"/> Private/no reason given                     |

\* has to be proven from the first sabbatical semester by submitting corresponding documents

#### Notes:

During a leave of absence, students are exempted from the study requirements at the TUHH. It is possible, upon request, to take all forms of examinations. Please contact the relevant [examination office](#) in good time for this.

Under some circumstances, a leave of absence may result in an individual study plan that diverges substantially from the standard study plan. In such cases, delays are unavoidable as the TUHH's annual plan does not allow for classes being offered in every semester and there may be timetable clashes with other classes.

Please also note that the semester fee must be paid even if you are on leave of absence and that a leave of absence has an influence on other financial benefits (e.g. child benefit, working student job, student assistant). Please inform yourself in advance with your employer. Please pay the semester contribution two days after submitting this request at the earliest, and by the reregistration deadline at the latest. Should there be reason to reject your leave of absence request, we will contact you immediately. If this is your first semester of leave in the respective program (Bachelor/Master), you will not receive any re-registration or confirmation of receipt of your application. After payment of the semester fee, you will see on your enrollment certificates that you are on leave of absence. (number of semesters remains the same) A leave of absence cannot be revoked once the semester has begun.

We also refer you to the [website "sabbatical semester"](#) and the current version of the [TUHH's study regulations](#).

By signing this form, you agree that you have read and understood the above notes.

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

(Without a signature, the request shall be deemed not to have been filled.)

Bearbeitungsvermerke des Studierendenservices:

Sperrvermerk / Datum, Handz.: \_\_\_\_\_  
 Genehmigung / Datum, Handz.: \_\_\_\_\_  Ablehnung / Datum, Handz.: \_\_\_\_\_  
TUHH / SLS / STUDIS Beurlaubung-e