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- ☐ Application approved/rejected
- ☐ Notice to applicant
- ☐ Data entry complete
- ☐ Resubmission/reminder / z. V.



Date/Member of staff \_\_\_\_\_

## Application for a Leave Of Absence From Studies

**Please note that the English version of this application form is purely for your convenience and is not legally binding. Only the German version is legally binding. Do not try to submit an application for a leave of absence using the English form because it cannot be processed and will be rejected straight away!**

This application generally has to be submitted during the respective re-enrollment period at the Registrar's Office, Templergraben 57 (Super C). **Mail address for written applications: Templergraben 57, 52062 Aachen**

### 1) Applicant

Student ID Number	
Last Name	
First name	

2) I am requesting a leave of absence for SuSe\_\_\_\_\_or WiSe \_\_\_\_\_

### 3) Reason for the application (please tick appropriate box):

1	<input type="checkbox"/>	Illness (medical certificate must be presented)
2	<input type="checkbox"/>	Economic hardship that prevents the student from achieving the expected academic performance (only possible if a leave of absence for this reason has not been granted in the previous semester)
3	<input type="checkbox"/>	Internship
4	<input type="checkbox"/>	Studies at a foreign university or at a language school
5	<input type="checkbox"/>	Completion of a federal volunteer service or voluntary military service
6	<input type="checkbox"/>	Caring for a spouse, a registered life partner, a child, a direct relative, or an in-law
7	<input type="checkbox"/>	Pregnancy or raising a child not yet of school age
8	<input type="checkbox"/>	Serving a prison sentence
9	<input type="checkbox"/>	Other important reasons of similar importance to these reasons (please attach a separate supplementary sheet)
10	<input type="checkbox"/>	Stay abroad as part of an RWTH exchange program (e.g. Erasmus)
11	<input type="checkbox"/>	Committee work
12	<input type="checkbox"/>	Absence from the place of study in the interest of the University or for collaboration in a research project
13	<input type="checkbox"/>	Enrollment in the first course semester of a Master's degree program due to a stay abroad or an internship
14	<input type="checkbox"/>	Participation in the Guter Studienstart Project
15	<input type="checkbox"/>	Solid plan to establish a company

**Appropriate documents must be attached as evidence! Please follow the instructions below and sign the application.**

#### **4) Notes**

- Up to six semesters of leave may be granted in total, while students raising a child not yet of school age may be granted up to six semesters of leave in total per child.
- In justified cases, an application for a leave of absence can be submitted up until the end of the first month of the lecture period.
- The leave of absence applies for the duration the semester in question. A leave of absence beyond one semester is permitted if the important reason applies for at least two semesters and the student provides evidence for this. If the reason for the leave of absence ceases to apply, the student is required to notify the University in advance. The reason for the leave of absence must apply for the majority of the semester. A leave of absence in the first course semester is only possible with the reason for a leave of absence "N"!
- Since the Contribution Ordinances of the Student Body and Studierendenvorkurs stipulate a **reduction or waiver of** contributions for certain reasons for a leave of absence, the student body and social contribution fee should not be paid until after the application for a leave of absence has been processed, while ideally making sure to abide by the re-enrollment deadline. The fee to be paid in the case of approval will be announced with the notice.
- Students on a leave of absence can apply to AStA for a refund of the mobility fee (proportion of the Semester Ticket). Information at <https://www.astarwth-aachen.de/en/counseling/semester-ticket/>
- During the period of the leave of absence, you are not eligible for BAföG funding. Students who receive BAföG funding should therefore immediately inform Studierendenvorkurs's Funding Department about their leave of absence.
- The enrollment status is not affected by the leave of absence. Students on a leave of absence are therefore still members of the University and are subject to the rights and obligations in the University's Basic Regulations. During a leave of absence of **more than one semester**, the membership rights and obligations are suspended (Section 10 (1) Sentence 6 of the Higher Education Act (HG) in conjunction with Section 4 Para. 1 Basic Regulations).
- It cannot be ruled out that any deadlines set by the rector, the department, or the examination board will not be suspended. In order for a departmental evaluation to be made, it is recommended that the student seek immediate assistance from the departmental academic advisor.
- Students applying for a leave of absence due to a stay abroad (studies, research, and/or internship) should register this with the International [Registering Your Stay Abroad](#).
- **Legal Basis:** A leave of absence is granted on the basis of Section 8 of the RWTH Enrollment Regulations (EinschrO). Personal data is collected in accordance with Section 1 Para. 8 of the Enrollment Regulations and based on the Act on Statistics for Higher Education (HSchStG) dated November 2, 1990 (BGBl. I p. 2414). Data is stored and used in accordance with the Enrollment Regulations and the Data Protection Act for the State of North Rhine-Westphalia.

**By signing below, I hereby acknowledge that I have taken note of the above information.**

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**Place**

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**Date**

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**Student's Signature**