



To

Bergische Universität

42097 Wuppertal

intsek@uni-wuppertal.de

Student admission and registration
for international students

Matriculation number: _____

Last name: _____ First name: _____

Application for leave of absence (Please note the points on page 2):

for the summer semester _____

for the winter semester _____

I apply for leave of absence for the above-named semester for the following reason

Illness*

Internship

Study abroad*

Stay abroad

Absence on behalf of the university

Performance of service (e.g. military, civilian service)*

Waiting for examination results*

Pregnancy

Parenting (up to 3 years of age)

for one semester

for two semesters

Nursing care or providing for relatives

Other important reasons

* excluded from the payment of social contribution (currently 89,00 €)

Place, Date

Signature

To be filled by the students admission and registration for international students:

Leave of absence completed

Notification by E-Mail

Others:

Editor/Date



Important notes on leave of absence:

- A leave of absence is not permitted for the first semester.
- The leave of absence replaces the re-registration. It usually ensues for the duration of one semester and must generally be applied for by the end of the re-registration period.
- A leave of absence is only possible if the reason for the leave of absence is known for more than 3 months in the application semester!
- During a leave of absence you are still obliged to pay the semester fee. In the case of the reasons marked with * the obligation to pay the social contribution does not apply. All students on leave of absence can apply for a refund of the mobility fee from the General Student Committee (Allgemeinen Studierendenausschuss - AStA) of Bergische Universität (<https://www.asta-wuppertal.de/>). Please ask the AStA whether an exemption from payment of the mobility fee (semester ticket) is possible.
- For each reason a leave of absence can be granted for a maximum of 6 semesters.
- Detailed information on the individual reasons for leave of absence can be found under: <https://www.studierendensekretariat.uni-wuppertal.de/de/beurlaubung.html>
- Please check in advance whether a leave of absence may affect the payment of BAföG, child benefits (Kindergeld) or other benefits.