



Students' Registration Office, Rubenowstraße 2, 17489 Greifswald

In order to receive a reply, please fill-in your address
Mr./Mrs.

First Name(s), Surname

Delivery instructions (e.g. c/o Schmidt)

Road, House No.

Postal Code, Town

Leave of Absence Request Form

for the Summer Semester ____

for the Winter Semester ____/____

Important!

The request must usually be handed in within the deadline
Period. (for more information, please see information sheet)

▽ Student ID Number

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(Must be indicated!)

Surname, First Name(s): _____

I request a leave of absence for the semester stated above, due to the following reason:

• Illness

	1
	3
	4

• Internship

• Period of residence abroad

• Military or civil service

• Pregnancy/parental leave

• other

	5
	7
	9

As proof, I provide: _____

Greifswald, on the _____

Signature of the Student

Application form Central Examination Office (to be obtained from the student)

(Only necessary if you apply for a leave of absence in the current semester, so for a summer semester after the 1st of April or for a winter semester after the 1st of October, and your course of study is supervised by the Central Examination Office)

Leave of absence yes ☐ / no ☐

Date

Signature

Justification: _____

Application note Deanery Medicine/Study consultant Pharmacy (to be obtained from the student)

(Only for students of the degree programs in medicine, dentistry and pharmacy with state exams and if you apply for the leave of absence in the current semester, ie for a summer semester after 01.04 or for a winter semester after 01.10)

Leave of absence yes ☐ / no ☐

Date

Signature

Justification: _____

University of Greifswald

The Rector - Students' Registration Office

The Request is agreed to:

yes ☐ / no ☐

Reason for refusal: _____

By order _____ (Date/Signature)

Rights of Legal Appeal: You can file an appeal against this decision within one month after receiving notice. The appeal is to be addressed to the Rector of the University of Greifswald and to be sent in writing to or for recording at the Student and International Affairs Division (Rubenowstr. 2, 17489 Greifswald)

The translation is to be seen as a reference and to be used for the understanding of the corresponding German documents. You may use this document in the English version; however, only the German version of this document is legally binding.