



Application for "Leave of Absence"

By email to zulassung@verw.uni-koeln.de

The application for leave of absence has to be submitted by email together with proof of the reason to International Affairs
by 31 March latest for the summer semester
by 30 September latest for the winter semester
Delayed applications will be rejected.

Please enter your student registration number:

Form fields for student registration number, family name, name, street, and post code/city.

herby apply for a leave of absence for (max. three semesters of leave per application) in accordance with § 10 of the enrolment regulations of the University of Cologne.

Form fields for selecting winter or summer semester and the corresponding year.

for one of the following reasons:

Table with 3 columns: Reasons for absence, Proof required. Rows include illness, internship, studies abroad, federal volunteer service, pregnancy, child care, nursing, starting a business, and other important reasons.

semester fee exempt* = If you are on leave of absence without semester fees, you are not entitled to a semester ticket.

I am aware that I have to pay the corresponding semester fee within the period indicated after my leave has expired in order to continue my studies (for the summer semester by February 15th and for the winter semester by July 15th).

If the leave of absence is granted, I agree that the given information is forwarded to the Landesamt für Datenverarbeitung und Statistik NRW [Department of the State of NRW for Data Processing and Statistics]. I have taken note of the exact designation of the information and the legal basis for ITS transfer, all which is printed on the back cover of this form.

Date and signature of the student

Date and signature International Affairs



Important information

Validity of the semester ticket during leave of absence: If you are on leave of absence without paying semester fees, you are not entitled to the semester ticket for local public transport.

The following data will be transmitted to the NRW State Office for Data Processing and Statistics on the occasion of your leave of absence:

Matriculation number, surname, first name, birth name if applicable, country of birth, gender, nationality, reason for the leave of absence; effectiveness of the leave of absence.

Legal basis: The survey is based on the current version of the Higher Education Statistics Act (Hochschulstatistik-gesetz - HStatG).

What do I need to keep in mind when I stay abroad?

Your address may need to be changed so that we may properly send you your semester documents in spite of your absence. In case of questions, we recommend to give someone a written power of attorney because we are not allowed to give out information to any third parties (parents included!)

How long may the period of leave last?

A period of absence may be applied for several semesters in advance, as long as the period applied for is backed by the corresponding proof. Overall, up to six semesters of absence may be granted. Any semesters of absence already granted by other German universities will also be counted. The provision of § 8 par. 1(f) (Caring for and Educating Children within the meaning of § 25 par. 5 of the Federal Training Assistance Act) remains unaffected.

Can I acquire proofs of performance or take exams?

Students on leave are not entitled to acquire proofs of performance or sit exams at the university where they are enrolled (Exception: Caring for and Educating Children within the meaning of § 25 par. 5 of the Federal training Assistance Act and caring for a spouse, the partner in a registered civil partnership or immediate relatives or relatives by marriage).

Certificate that the internship is conducive to the study course (domestic internship or internship abroad)

Student registration number

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Name, Family name: _____

I hereby confirm that the internship is an obligatory part of the degree programme/ or that it is highly recommended as complementary to the degree programme.

_____ Date

_____ Stamp and signature of the competent Dean's Office / Institute



Special information for international students from countries outside the EU/EEA taking a leave of absence

Please note the following **residence-related information** in addition to the general instructions on the leave of absence application:

- **Residence permit:** Make sure that your residence permit remains valid for the entire duration of your leave of absence. If your residence permit will expire during your leave, please arrange an appointment with the Immigration Office in advance.
- **If you travel abroad:** Do not stay outside Germany for more than **6 months**. Otherwise, your residence permit may expire, and you may face difficulties when re-entering Germany (§ 51 (1) no. 7 Residence Act).
- **Longer leave of absence:** If you plan to take a leave of absence for more than one semester, please seek advice at the International Office:

✉ betreuung@verw.uni-koeln.de

🕒 Consultation hours: Tuesday 10:00–12:30 or by appointment

🌐 <https://uni-koeln.de/en/studying-teaching/international/study-in-cologne/services-for-enrolled-international-students>