



**On the occasion of leave being granted the following information will be forwarded to the *Landesamt für Datenverarbeitung und Statistik NRW* [Department of the State of NRW for Data Processing and Statistics]:** Student registration number, last name, first name, birth name (if applicable), country of place of birth, sex, nationality, reason for leave; date when the leave becomes effective.

**Legal basis:** The information is collected on the basis of the University Statistics Act (*Hochschulstatistikgesetz-HStatG*) of 02.11.1990 (Federal Gazette I p. 2414) in connection with the Federal Statistics Act (*Bundesstatistikgesetz-BStatG*) of 22.01.1987 (Federal Gazette I p. 565) as amended by Article 2 of the Act of 17.12.1990 (Federal Gazette I p. 2837)

**Am I allowed to use my semesterticket during the period of leave?**

If you are on an absence leave and you did not pay the semesterfee, your UCCard is **not** valid as a ticket for the public transport buses and trains in North Rhine-Westphalia.

**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 you should give someone a written power of attorney because we may not give out information to any third parties (parents included!)

**How long may the period of leave last?**

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

**Can I acquire proofs of performance or sit 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 Section 25 para. 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)**

It is hereby confirmed that the internship is conducive to the study course and granting leave for the applied semester is hereby recommended.

\_\_\_\_\_  
Date

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