

# **Beurlaubung / Leave of Absence/Semester Off**

---

During your studies at the University of Freiburg you may take up to a maximum of two semesters off in the form of a leave of absence, “Beurlaubung” or semester off for any of the below listed reasons. You must provide the required documentation to have your request approved. Please reference the below procedure and forward any questions you may have to [mep.admin@vwl.uni-freiburg.de](mailto:mep.admin@vwl.uni-freiburg.de). or to the Student Service Center

Here you find all the information about the leave of absence:

<https://www.studium.uni-freiburg.de/en/student-services/leave-of-absence>

## **QUALIFIED REASONS**

- Illness
- Semester of Study Abroad
- Internship
- Other (check the website of the Student Service Center)

## **CONCERNING EXAMINATIONS**

During the semester you are on leave from the university, you are not allowed to take any exams.

## **CONCERNING FEES**

You are exempt from paying the international student fee of 1500€ but are **required** to pay the additional fee of 165€.

## **CONCERNING DOCUMENTATION**

Please fill out the following form and send it to the Student Service Center. The form **must** be submitted during the registration period (Rückmeldefrist).

<https://www.studium.uni-freiburg.de/en/student-services/leave-of-absence>

## ***ADDITIONAL DOCUMENTATION***

Please note that additional documentation may be needed in addition to the attached form depending on the reasoning of your leave of absence.

- Illness: Doctoral certificate
- Semester of Study Abroad: Agreement with the foreign University.
- Internship: Please submit a confirmation letter from the MEP coordinator proving that the internship takes place during the teaching period, and a letter from the company.