



## Application for leave of absence

You must use this form if you want to apply for a leave of absence from your studies.

Please note the following:

- You are not allowed to follow courses, take part in exams or receive SU while you are on leave of absence. You can read more on [student.dtu.dk](http://student.dtu.dk) under Study Rules → Maternity/paternity leave during education.
- If you apply for leave of absence without special grounds, please note that there are special requirements for when you can start your leave.
- If you have become a parent, you can choose to apply for postponement of deadlines for your education instead of applying for leave of absence, as you are not entitled to SU during your leave of absence. Read more on [student.dtu.dk](http://student.dtu.dk) under Study Rules → Maternity/paternity leave during education.
- If you have applied for exemption, the processing of this will continue during your leave of absence. The exemption decision will also apply and be enforced, even if this has been made while you are on leave of absence. If you wish to withdraw your application for exemption and apply for exemption after the end of your leave of absence, you must contact the exemption committee by writing to [studiedispensation@adm.dtu.dk](mailto:studiedispensation@adm.dtu.dk) and ask to have your application for exemption withdrawn. You must use this form if you wish to apply for leave of absence from your studies.

You must send the filled-out form from your student email to [studadm@adm.dtu.dk](mailto:studadm@adm.dtu.dk), enclosing documentation for special grounds, no later than three weeks into the period, you are applying for leave of absence in.

<b>Name:</b>	<b>Date:</b>
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<b>Civil registration number:</b>	<b>Student ID number:</b>
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| <input type="checkbox"/> <b>EU/EEA student</b><br><input type="checkbox"/> <b>Non-EU/EAA student, fee-paying</b><br><input type="checkbox"/> <b>Non-EU/EAA student, waiver</b> |
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**I hereby wish to apply for leave of absence during the following period:**

Autumn semester 20\_\_\_\_

- The entire semester (September 1 – January 31)
- The 13-weeks period
- From \_\_\_\_\_ until January 31

Spring semester 20\_\_\_\_

- The entire semester (February 1 – August 31)
- The 13-weeks period
- From \_\_\_\_\_ until August 31

**Grounds for leave of absence**

(If you are applying for leave of absence on special grounds, you must enclose documentation):

- Personal illness
- Illness of a close relative
- Military service
- Elite sports
- Maternity leaver/paternity leave/adoption
- Leave of absence without grounds
- Other (please enclose explanation of special grounds))

If you are a non-EU/EEA fee-paying OR waiver student and have a Danish student residence permit, you should be aware that there is a very strong possibility that your student residence permit will be revoked by SIRI, even if a leave of absence is granted by DTU. According to the law, DTU is obliged to inform SIRI when non-EU/EEA students get a leave of absence from the University. Revocation of the student residence permit by SIRI means that you have to leave Denmark with immediate effect. When you are ready to resume your studies, you will have to apply for a new Danish student residence permit from your home country. For more information on this:

Bachelor students: please write to [optagelse@adm.dtu.dk](mailto:optagelse@adm.dtu.dk)

Master students: please write to [mscadmissions@adm.dtu.dk](mailto:mscadmissions@adm.dtu.dk)

- I am a NON-EU/EEA student and have a Danish student residence permit. I have read and accept the rules mentioned above.