**Application for a leave of absence**
*Du må gerne udfylde din ansøgning på dansk.*

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

|  |  |
| --- | --- |
| Applicant |  |
| Name |  |
| ITU email |  |
| Name of ITU study programme |  |
| Phone number |  |

**I want the leave to start on** Click here to enter a date.

**I want the leave to end on** Click here to enter a date.

**I want to take leave due to:** *(please tick a box)*

[ ] Childbirth

[ ] Illness

[ ] Military service

You cannot take leave from the ITU for other reasons than the ones mentioned above.

If you need more information about the above-mentioned rules, please go to [Leave (itu.dk)](https://itustudent.itu.dk/Study-Administration/Special-Circumstances/Leave) on ITU Student or contact [the Study and Career Guidance](https://itustudent.itu.dk/Study-and-Career-Guidance/Contact).

**Regarding your SU**

Please note that you cannot receive SU while you are on leave. If you want to receive SU or attend exams during your maternity/paternity or illness, you must instead apply for an exemption to study on special terms. [Read more about your options in ITU Student](https://itustudent.itu.dk/study-administration/special-circumstances/about-exemptions).

**Regarding exams while you are on leave**

Please also note that you cannot attend exams in a semester in which you have been on leave. This applies even if you have only been on leave for a short period during the semester.

**Other comments**If you have any comments, please write them below. You can also attach your comments in a separate file.

 *The frame will expand when you write…*

**Documentation**
Along with this form, you must submit documentation of why you should be granted leave (childbirth, illness or military service). This could be medical documentation of illness, a birth certificate or the like.

You must also submit a study plan which shows your progression so far, as well as how you expect to complete your studies at ITU after the leave of absence has ended. Please contact [the Study and Career Guidance](https://itustudent.itu.dk/Study-and-Career-Guidance/Contact) for guidance on how to fill out the study plan.

I have submitted: *(please tick boxes and submit the documents in your application)*

[ ] Documentation of childbirth, illness or military service

[ ] A provisional study plan for your entire study programme

**How to submit your application**

Please email this form with attachments to sap@itu.dk and write your study programme (e.g. SWU) as well as “Application for leave of absence” in the subject field, e.g.: “SWU – Application for leave of absence”.

You will receive a decision in your ITU student mail.

**Case processing time**

You can expect a processing time of approximately 6-8 weeks, if your application for a leave of absence is fully documented.