**Application for a leave of absence**

Use this form if you want to apply for a leave of absence.

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

For information about leave of absence, please see [ITU Student](https://itustudent.itu.dk/Study-Administration/Special-Circumstances/Leave) or contact [the Study and Career Guidance](https://itustudent.itu.dk/Study-and-Career-Guidance/Contact).

**I am applying for leave of absence due to:** *(please tick a box / boxes)*

[ ]  **Childbirth / adoption (as the mother)**

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| *Please specify the specific semester / semesters, you want to take leave:*  |

*If you apply for leave of absence due to motherhood, you can take leave of absence up to two semesters.*

[ ]  **Childbirth / adoption (as the father / co-parent)**

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| *Please specify the specific semester, you want to take leave:* |

*If you apply for leave of absence as the father / co-parent, you can take leave of absence for one semester.*

[ ]  **Illness**

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| --- |
| *Please specify the specific semester, you want to take leave:*  |

*If you apply for leave of absence due to illness, you can take leave of absence for one semester.*

[ ]  **Military service**

|  |
| --- |
| *Please specify the specific semester / semesters, you want to take leave:* |

*Leave of absence due to military service must correspond to the length of your military service or deployment and follow the semester structure.*

You cannot take leave of absence for other reasons than the ones mentioned above.

Please also note that you cannot apply for leave of absence retroactively. Leave of absence can start from the date of application at the earliest.

**Regarding your SU and exams while you are on leave**

You cannot receive SU while you are on leave.

You also cannot attend classes or go to exams in a semester in which you have been on leave of absence. This applies even if you are only on leave of absence for a part of the semester.

[Read more about your options on ITU Student](https://itustudent.itu.dk/study-administration/special-circumstances/about-exemptions).

**Documentation**
Along with this form, you must submit: *(please tick boxes and submit the documents in your application)*

 [ ] Documentation of why you should be granted leave (childbirth, illness or military service)

 [ ] A provisional study plan for your entire study programme

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

**Allowed formats when submitting documentation**

The following formats are allowed:

* PDF
* Word
* PNG or
* JPEG/JPG

If you submit documentation in other formats than the above-mentioned, it may prolong the processing time of your application. Please note that we cannot open documents in HEIC format.

Do not insert links to the documents directly in the e-mail. You must attach the documentation to your application in one of the above-mentioned formats.

**Examples of documentation**
The documentation could be a medical documentation of illness, a birth certificate, documents regarding military service or similar.

**How to submit your application**

Please email this form with attachments to sap@itu.dk and write your study programme and “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**

The processing time is up to 8 weeks, if your application for a leave of absence is fully documented. If we have questions regarding your application, we will contact you.