**Application for a leave of absence**

**Where to send the application**

You must send it to sap@itu.dk. We usually take about four weeks to process the application.

|  |  |
| --- | --- |
|  |  |
| **Name** |  |
| **Date of birth** |  |
| **Student number** |  |
| **ITU email** |  |

**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:**

[ ]  Childbirth

[ ]  Illness

[ ]  Military service

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

**Remember that you cannot receive SU or attend exams while you are on leave**

You cannot receive SU while you are on leave. Neither can attend exams in a semester in which you have been on leave. Even if you have only been on leave for a short period during the semester.

If you want to receive SU or attend exams during your maternity or illness, you may want to apply for an exemption to study on special terms instead. [Read more about your options in ITU Student](https://itustudent.itu.dk/study-administration/special-circumstances/about-exemptions).

**Extra comments**You can write comments or a further explanation below, but it is not a requirement. You can also attach your comments in a separate file.

*The frame will expand when you write*

**Documentation**

You must enclose:

* documentation to support your claim, e.g. a doctor’s note.
* a study plan that shows your progression so far, and how you expect to finish your studies at ITU after the leave of absence has ended.