

## Application for part time study

First application       Follow-up application      Submission by 01.09 or 01.03.

Study course abbreviation (for instance, B\_BA, M\_Inf) \_\_\_\_\_

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I hereby apply for the recognition of the two semesters \_\_\_\_\_ / \_\_\_\_\_ as part-time study because, for an important reason, I am not in a position to pursue the study as full-time study. The application may be made for a period of two consecutive semesters. For an already completed semester, you can apply for no more part-time study. Furthermore, you are obliged to inform us of the ending of the conditions for part-time studies without delay.

**Basis:**

- Employment of at least 15 hours per week  
(Current evidence such as certificate of employment, employment contract, etc. are included.)
- Care of a child up to 16 years old according to the provisions of § 25 Section 5 Federal Training Support Act  
(Birth certificate is included.)
- Care of a relative who is need of care according to § 14 Social Security Code XI.  
(Certificate of need for care with assignment to the care level, as well as official proof of the order for the carer, attached.)
- Own disability or chronic disease confirmed by the medical officer, which reduces the ability to study to the extent that a full-time study is excluded.  
(Opinion on the disability or illness is attached.)

**Note:**

Please note the possible consequences of part-time study for the residence permit, student loans, child support, health insurance and the part-time job. Social insurance contributions, like all employees, are students who take up employment apart from part-time studies (loss of a working student privilege). The appropriate offices provide information.

**I am aware that the university may revoke the granting of part-time study, insofar as that more than 35 credit points have been acquired during the academic year.**

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(Place, date)

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(Signature)

**Authorization endorsement:**

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Wedel, on

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