

Applications for academic leave must be submitted via your TUB account ([tuPORT](#)).  
 Relevant documents supporting your application should also be uploaded via your tuPORT.  
 Leave of absence can only be applied for after receipt of the request for re-registration.  
 Information on the partial amounts of the semester fees can be found here: <https://www.tu.berlin/go1322/>

Reason for leave	Explanation of the respective reason	Proof that needs to be uploaded for the application in tuPORT as a PDF file	Exemption from Studierendenwerk contribution according to §2 SozVO
Internship in Berlin	Internship within the state of Berlin	Proof of internship/contract	No
Personal illness	Your own illness (you have the right to attend lectures)	Medical certificate stating that you are unable to study in the respective semester due to illness	No
Study stay abroad	Study abroad, Exchange semester	Proof provided by university attended abroad or confirmation from International Mobility and International Students	Yes
Internship outside Berlin	Internship in another federal state of Germany	Proof of internship/contract	Yes
Internship abroad	Internship outside of Germany	Proof of internship/contract (issued in German or English)	Yes
Pregnancy/maternity protection	Covers the period of pregnancy and maternity protection	Copy of pregnancy record or birth certificate	Yes
Illness/care of family members	Illness/care of a family member e.g. child, spouse, parent according to Pflegezeitgesetz	Proof of need of care	No
Carework for a child	Parental leave within the first 18 years of the child's life for a maximum of three years	Written confirmation of intention to take parental leave, Statement from a legal guardian with a copy of the child's ID and birth certificate confirming that they will be caring for the child	No