University of Basel
Student Administration Office
Petersplatz 1, Postfach
4001 Basel, Switzerland
T +41 61 207 30 23
www.unibas.ch/studseksupportEN

![University of Basel logo]
University of Basel

Student Services

Application for a Leave of Absence for Students in Bachelor and Master Programs - Spring Semester 2024

**This application requires completion of the semester registration process via the Online Services (https://services.unibas.ch) and is to be submitted to the Student Administration Office (Studiensekretariat) together with the supplementary sheet in writing
(by e-mail via www.unibas.ch/studseksupport or by post) by 1 February 2024 at the latest.**

Family name:_____

First name: _____

Matriculation number: | | | |–| | | | |–| | | | |

For students in bachelor's degree programs:
Have you completed your bachelor's degree?   ☐ yes   ☐ no

Students in bachelor and master programs neither making use of the university's teaching or research services, nor intending to obtain credit points, may be granted a leave of absence of no more than two semesters at a time.
Extended leaves of absence may be granted for compelling reasons (illness, maternity- or paternity leave, military or civil service). No leaves of absence will be granted in the first semester following matriculation. Students writing their bachelor's or master's thesis are not eligible for leaves of absence.
Students on leave will remain matriculated and will be charged reduced semester fees (CHF 150 + skuba). The leave of absence is indicated on the Student ID card and in the official certificates of study.
If a person is issued with a Swiss residency permit for education and training purposes, this person is generally not entitled to take leave according to the applicable laws for non-nationals. The local migration office can be contacted for information on this subject.

I am applying for a leave of absence for the spring semester 2024 (1 February 2024 to 31 July 2024)

☐   without specifying compelling reasons (only possible for two semesters during entire course of studies)

☐   with the following compelling reason _____
      If the leave of absence is taken for compelling reasons, enclose the copy of the relevant official document (e.g. medical certificate, pregnancy certificate, family registry, notice of conscription/duty to report for military service).

I confirm that I have read the terms listed above.

Date:_____ **Signature:** _____

Enclosures:

☐   _____

☐   _____