

Postadresse:
Hochschule Darmstadt
Schöfferstraße 3
64295 Darmstadt

helpdesk@h-da.de
www.h-da.de/ssc

PROOF FOR THE APPLICATION FOR LEAVE OF ABSENCE CONFIRMATION FROM THE FACULTY

For the following reasons for leave of absence, confirmation must be obtained from the relevant faculty. Please upload the confirmation to the university portal my.h-da. You will find the form in the 'Student Services' section.

- Internship** (not an internship semester/period)
You are undertaking an additional internship.
- Period abroad**
You are spending a semester in another country.
- You only need a course certificate or thesis defence to complete your degree.**
You submitted your final dissertation last semester and now you only need to defend your thesis or to submit a course certificate.

Confirmation for:

First name _____ Surname _____

Matriculation number _____

Date _____ Stamp of faculty _____ Signature _____