



To the
University of Konstanz
Division of Student Affairs and Teaching
Student Service Centre
78457 Konstanz, GERMANY

Contact

Phone:
+49 7531 88-2664 | -4473 | -4997 | -3639

Email via contact form:
www.uni.kn/en/study/get-in-touch

Initial or follow-up application
for exemption from paying tuition fees
for international students

Last name, first name:		Student ID No.: (Application No.):	01/
Address (street, city):			
Phone/mobile/email:			

Important: Please tick any boxes that apply and enclose all required documentation.
Legal basis: § 6 "Landeshochschulgebührengesetz LHGebG" (state law on higher education fees).

I hereby request an exemption from paying tuition fees for international students for the

summer semester:	20 ____	and/or for the winter se- mester:	20 ____ / 20 ____
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for the following reason:

Leave of absence

Important: You must submit your leave of absence request **before** the start of the lecture period (§ 6 para. 2 no. 1 LHGebG).

Documentation:

Copy of the notification granting your leave of absence.

Internship semester

Important: An internship semester is a mandatory component of your study programme as set out in the relevant examination regulations (§ 6 para. 2 no. 3 LHGebG). Voluntary internships do not qualify. It can take place in Germany or abroad.

Documentation for "Lehramt" students:

Initially, you may submit a provisional note from the school (e.g. an email), confirming your concrete plans for completing your "**Schulpraxissemester**" (practical teaching semester) there during the period of time specified above.

Important: Please hand in official confirmation from the school as soon as your "Schulpraxissemester" is over. If you fail to submit official confirmation, you will not be able to re-register for the following semester and you will also have to pay tuition fees for your practical teaching semester.

Documentation for students from **other** study programmes:

Please submit a certificate from your department's internship coordinator as well as a copy of the signed internship agreement/contract, confirming that you will complete your mandatory internship semester during the period of time specified above.

Please turn over!

