Information sheet
Leave of absence for an internship

➢ **What are the conditions for taking a leave of absence for an internship?**

- It must be explicitly a full-time internship. Student traineeships, trainee programs, etc. will not be considered.
- The length of the internship must be at least 50% of the lecture period. If the internship lasts an odd number of weeks, round the number of weeks up.

➢ **How often can I take leaves of absence?**

- You may take no more than two semesters off for internships during your degree.

➢ **Step-by-step procedure:**

**Submission of documents at the Immatrikulationsamt (Admissions Office):**

- Request for leave of absence  ➔  **Deadline:** latest by the end of the first day of lectures
- Copy of the internship contract
- Recommendation for the internship issued by TUM School of Management  ➔  **Deadline:** latest 5 weeks after the first days of lectures

**Application for the recommendation for the internship:**

- Application in the form of a letter  ➔  **Deadline:** latest 3 weeks after the first days of lectures
- Internship contract, with the necessary signatures of all parties
- Internship Confirmation Form
- Declaration

➢ **What documents should I submit to the Immatrikulationsamt (Admissions Office). What are the deadlines?**

- Request for leave of absence (TUMonline): You must submit the application form at the latest by the end of the first day of lectures of the semester in question. Forms submitted late will not be considered.
Copy of the internship contract (at the latest five weeks after the first day of lectures).

Recommendation for the internship issued by TUM School of Management (at the latest five weeks after the first day of lectures).

- Five weeks after the first day of lectures is the deadline for the Registrar's Office. The application forms for the recommendation for the internship must reach the administration of TUM School of Management at the latest three weeks after the first day of lecture.

- Submit all the documents in one go, as far as possible given the deadlines.
- Responsibility for submitting all the documents on time and in full lies solely with you.
  - If you can't submit the documents yourself, ask a friend to submit them for you. They do not require special authorization for this.

**How do I get a recommendation for the internship?**

- Address your application to the relevant Examination Committee at TUM School of Management (not to the “Praktikantenamt”) and submit the required documents to the relevant contact person (see below).
- The recommendation will be sent to you by post at the address you provide.

**What documents should I submit to apply for a recommendation for the internship? What are the deadlines?**

- **Application in the form of a letter (approximately one A4 page in total)**
  - Your current address at the top of the letter
  - Addressee: Examination Committee, TUM-BWL Bachelor or Master
  - Date
  - Subject line
  - Salutation: Dear Sir or Madam
  - When, where, and why you want to do the internship
  - Your signature

- **Internship contract, with the necessary signatures of all parties**
  - A copy of the contract is sufficient in most cases (not guaranteed).
  - If necessary further confirmations will be demanded or you may be requested to present the original contract.

- **Internship Confirmation Form**
- **Declaration**

**Application letter and scan of the internship contract may be send together via e-mail to your contact person.**
➢ Please note that we have to have your application documents at the latest three weeks after the first day of lectures, as it takes around two weeks to process them.

➢ Where should I submit my complete application documents for a leave of absence?

  o Personally to the Student Service Center (Immatrikulationsamt/Admissions Office)
  o Or by email to studium@tum.de. In the subject line put your name, matriculation number, and the words "Application for a leave of absence."

Questions? Contact:

For office hours, see https://www.wi.tum.de/student-life/incoming-students/