

## Information sheet Leave of absence for an internship

### Which TUM department is responsible for granting leaves of absence?

The Application and Enrollment department (formerly the Registrar's Office) is responsible for granting leaves of absence. Please see the following website for further information: <https://www.tum.de/nc/en/studies/during-your-studies/leave-of-absence/> or contact the Application and Enrollment department directly.

TUM School of Management only issues the official opinion/recommendation for internship that is required in order to be granted a leave of absence – it cannot grant the leave of absence itself.

***Please note: TUM School of Management is not able to pass on application forms or related documents to the Application and Enrollment department, even in exceptional circumstances.***

### How do I apply? Step-by-step guide

#### Submit the following documents to the Application and Enrollment department:

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Application for leave of absence (from TUMonline)</li> </ul>  | <p>→ <b>Deadline:</b> First day of lectures</p>                 |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of the internship contract</li> <li><input type="checkbox"/> <u>Recommendation for internship from TUM School of Management</u></li> </ul> | <p>} → <b>Deadline:</b> 5 weeks after the start of lectures</p> |

#### Apply for a recommendation for internship from TUM School of Management

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of motivation</li> <li><input type="checkbox"/> Internship contract, signed by all parties. If this is not available by the deadline, please submit a "Confirmation of internship" form</li> <li><input type="checkbox"/> Declaration sheet</li> </ul> | <p>} → <b>Deadline:</b> 3 weeks after the start of lectures</p> |
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**What documents should I submit to the **Application and Enrollment department** ([studium@tum.de](mailto:studium@tum.de))? What are the deadlines?**

- **Request for leave of absence** (TUMonline): You must submit this 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 internship from the 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 Application and Enrollment department. The application forms for a recommendation for internship must reach the administration of TUM School of Management at the latest three weeks after the first day of lectures.

Submit all the documents in one go, as far as possible given the deadlines. Responsibility for submitting all the documents to the Application and Enrollment department on time and in full lies solely with you. If you cannot submit the documents yourself, ask someone you trust to submit them for you – they do not require special authorization for this. TUM School of Management is not able to pass on application documents to the Application and Enrollment department.

**Where do I apply for a recommendation for internship?**

Apply to the TUM School of Management Examination Committee that is responsible for degree program that you are registered on in the current semester (not the Intern Office!). Please submit the required documents to: [pruefungsausschuss@wi.tum.de](mailto:pruefungsausschuss@wi.tum.de). The recommendation will be sent to you by post at the address you provide (please make sure this is up to date!)

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

- **Letter of motivation (approx. 1 A4 page in total)**
  - Your current address and matriculation number at the top of the letter
  - Addressee: Examination Committee, Bachelor or Examination Committee, Master
  - Date
  - Subject line
  - Salutation: Dear Sir or Madam
  - When, where, and why you want to do the internship
  - Your signature
  
- **Internship contract, signed by all parties**
  - A copy is usually sufficient
  - In case of doubt, we reserve the right to require additional confirmation or to see the original
  - If the original is not available by the deadline, please complete the:  
**Confirmation of internship** form: <https://www.wi.tum.de/downloads/>
  
- **Declaration sheet:** <https://www.wi.tum.de/downloads/>

Please email your letter of motivation and a scan of your internship contract, together if possible, to [pruefungsausschuss@wi.tum.de](mailto:pruefungsausschuss@wi.tum.de). **Do not** include your application for leave of absence form from TUMonline – you must send this directly to the Application and Enrollment department.

**IMPORTANT:** TUM School of Management requires two weeks to process your application, so your application documents must reach us **at the latest** three weeks before the start of lectures.

### **Where should I submit my complete application forms for a leave of absence?**

Submit your application forms for a leave of absence personally to the Student Service Center (Application and Enrollment department) or by email to [studium@tum.de](mailto:studium@tum.de). In the subject line, please put your name, matriculation number and the words "Application for a leave of absence".

### **Did you know?**

If your internship is to another European country and will last at least two months, you can apply for an Erasmus grant. Find out more on: <https://www.wi.tum.de/student-life/going-abroad/ways-go-abroad/>

**Questions? Contact:** [pruefungsausschuss@wi.tum.de](mailto:pruefungsausschuss@wi.tum.de)