

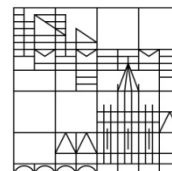
Please fill in and print out the grey underlined fields. Than give the form to the concerned student advisor of your department to make a decision.

Afterwards the completed form - including the advisor's decision - has to be submitted to the **Student-Service-Centre (SSZ)**.

Please note the instructions on page 2.

Last update: 09/2017

Universität
Konstanz



Application for resp. certificate concerning the approval of an extension of the deadline for orientation resp. intermediate examinations or for language skills (Bachelor of Education)

for submission at the Student-Service-Centre (SSZ)

Important: Please fill in and submit only, if the exceeding of the deadline for an examination or language skills poses an obstacle for your re-registration to the next semester! Details can be found on page 2.

Hereby, I

<input type="text"/>	<input type="text"/>	01/
► Surname	► First name	► Student ID No.
<input type="text"/>	<input type="text"/>	
► Postal code, city	► Street, No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>
► Phone, mobile (optional)	► Email (optional)	► Date of birth

apply for a deadline extension to take the (please cross where applicable)

orientation examination resp. intermediate examination

language skills (B.Ed.)

because of

► Reason (documents remain at the department)

in the study
programme

► Degree and related study course

for the

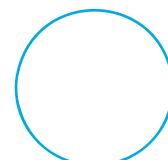
► For which semester (e.g. WS18/19)

<input type="text"/>	X
► City, date	► Signature of the applicant

Certificate of the departmental student advisor for the SSZ:

Approval of the application for an extension of the deadline for the above mentioned examination or language skills for **ONE** semester. The continuation of studies (re-registration) may basically be carried out.

<input type="text"/>	<input type="text"/>
► City, date	► Name, signature of the departmental student advisor



► Official seal

Please note the instructions on page 2!

Information about the proper use of this form
in the context of approving deadline extensions
for not yet passed orientation- resp. intermediate examinations or
for not yet proved language skills (Bachelor of Education)

The SSZ needs this form normally **only when**,

- **the re-registration for the next following semester is not possible** for the concerned student, because the obligatory orientation- resp. intermediate examination or necessary language skills of the respective study programme
 - a) is **not yet passed/proved** in the designated time period or
 - b) the result of the examination or the language skills is **not yet entered** in StudIS by the responsible department.

- the **lists*** that the SSZ provided beforehand the responsible department, were already returned to us **and** the approval of an extension of the examination deadline **was not already marked** with a "W":
 - a) re-registration for the Summer Semester = at the earliest **mid-January**
 - b) re-registration for the Winter Semester = at the earliest **mid-July**

If the student already applied for the extension of the deadline in advance at the responsible department and the advisor approved it, it is sufficient for the SSZ, when the extension is marked with a "W" on the respective list.

All other deadline extensions are only recorded by the responsible department and accordingly marked on the respective list.

The SSZ enters **deadline extensions for ONE semester only**. Extensions beyond one semester can be marked by the department on the respective list of the subsequent semester again with a "W".

Your Student-Service-Centre
Division of Student Affairs and Teaching
University of Konstanz

* Each of these lists contain those students, that have not yet passed the orientation- resp. intermediate examination or proved the language skills circa one month before the beginning of the re-registration period and to whom this may create an obstacle for the re-registration to the following semester.