

## Application for leave of absence

Approved leave from studies is granted if there are special reasons. Special [reasons](#) include social, medical or other special circumstances. Special reasons must be substantiated with a certificate. The application will be rejected unless there are special reasons. Incomplete applications will be rejected. If you are not granted approved leave from studies but still choose not to attend your studies, you can resume your studies, subject to availability.

If approved leave from studies is granted, you are guaranteed the right to return to the programme at the end of the approved leave from studies, provided that the programme and its courses are given during the current semester. The decision on approved leave from studies states what applies to resuming studies. Approved leave from studies is not granted retroactively.

I understand that I need to submit a Certificate of Special Reasons together with my application for approved leave from studies.

Name	Date of birth/Personal ID No. (YYMMDD-NNNN)
Street Address	Postcode and place
E-mail address	Telephone number
Approved leave from studies applies to studies on programme/course	
<input type="checkbox"/> Tick here if you would have participated in placements (VFU).	
I am applying for approved leave from studies from: Date (YY-MM-DD)	Resume my studies from: Semester (Autumn/Spring and Year)    Quarter (1-4)
Signature I declare that I have read the information on both sides of the form.	
Date	Signature

I agree that the decision on my application will be sent to the e-mail address I provided on this application.

*If you do not tick the box above, the decision on your application will be sent by post to the address you stated on this application.*

The application, including certificates, should be sent to:

Luleå tekniska universitet  
 Registrator  
 971 87 Luleå  
 Alt. [registrator@ltu.se](mailto:registrator@ltu.se)  
 Alt. leave your application at Service Point

**VÄND!**



## INFORMATION

You cannot register/re-register for courses within the programme during your approved leave from studies, but it is possible to take examinations on previously registered courses.

You cannot update your LTU card during the study break.

### Financial aid for students

Please note that your right to student finance may be affected by approved leave from studies, read more on [CSN's website](#).

### Processing time

Luleå University of Technology processes the application according to the received case queue and as simply, quickly and cost-effectively as possible without neglecting legal certainty, Section 9 of the Administrative Procedure Act (2017:900).

### Return to studies

You must register your return to studies no later than 1 April for the autumn semester or 1 October for the spring semester via the following [form](#).

### Processing of personal data

Luleå University of Technology processes personal data in accordance with GDPR, see [here](#).