

Sender Last Name, First Name	_____
Street	_____
Town	_____
Matriculation Number	_____
Study Programme	_____



Hochschule Furtwangen  
Hochschulcampus Tuttlingen  
Servicezentrum für Studium und Lehre  
Kronenstr. 16  
78532 Tuttlingen

**Notification of Internship Semester**

The Notification of Internship Semester should be filed no later than the 1<sup>st</sup> of March (summer semester) / 1<sup>st</sup> of September (winter semester). In cases where you are unable to start your internship semester, despite having filed the notification, whether that be due to the study and examination regulations (SPO) or for personal reasons, the student affairs department / examinations office has to be notified accordingly.

I will complete my internship semester during the coming semester (summer semester _____ / winter semester _____)	
<input type="checkbox"/>	in Germany
<input type="checkbox"/>	abroad _____ <small>(name of country)</small>
I herewith apply for	<input type="checkbox"/> an exemption from the tuition fees for international students 1500,- € *)
	<input type="checkbox"/> an exemption from the tuition fees for second degree students 650,- €. *)

**Note:** During your internship semester you will not be registered for any exams. You may however sit up to two repeat exams. For these you will have to register yourself (during the semesters; no later than the last week of lectures).

According to section 6 subsection 2 number 3 LHGebG, international students are exempt from tuition fees as determined in section 3 LHGebG for internship semesters. "Entsprechendes gilt für Studierende, die Studiengebühren für ein zweites Studium bezahlen (vgl. § 8 Abs. 4)."

**I herewith confirm that the above statements are complete and true and that I will notify any changes hereto immediately.**

.....  
Place, Date, Signature