

APPLICATION TO REDUCE THE WAITING PERIOD

(in accordance with Section 11.4 of the Law on Admissions to Higher Education in the Federal State of Berlin – BerlHZG)

<p>Declaration:</p> <p><input type="checkbox"/> I hereby apply for a reduction in my waiting period. I confirm that I have read and understood the accompanying information. I submit the following reason(s) and am attaching the supporting documents.</p>	<p>Application semester: <input type="text"/></p>
	<p>Application number: <input type="text"/></p>
	<p>First name: <input type="text"/></p>
	<p>Name: <input type="text"/></p>

Please note:

- This application is only valid in combination with an admissions application for **the first semester in an undergraduate degree program** (submitted before the relevant deadline). Please upload the filled-out form in the online application.

REASONS: Check the box that applies and submit the corresponding documentation

Special social conditions:

- Pregnancy while still in school (**report from a medical specialist or child's birth certificate**)
- Move from a region in which German is not spoken if schooling there was not in German (**official documentation regarding the date of the move and other relevant documents required as proof**)
- Other comparable special social conditions (**relevant documents required as proof**)

Special health conditions:

- Extended periods of absence from school in the three years prior to attaining a higher education entrance qualification (**report from a medical specialist**)
- Severe disability – extent of disability corresponding to 50 percent or more, according to the German system (**official notification from the public assistance office**)

Special family situations and other conditions:

- Caregiver for own children who are minors in the three years prior to attaining a higher education entrance qualification (**child's birth certificate**)
- Caregiver for relatives with special needs (**relevant documents required as proof; see information sheet**)
- Primary caregiver/guardian for siblings who are minors and lived in the same household in the three years prior to attaining a higher education entrance qualification (**birth certificates of siblings**)
- Loss of a parent in the three years prior to attaining a higher education entrance qualification or loss of both parents prior to attaining a higher education entrance qualification (**see information sheet**)
- Change of school multiple times in the three years prior to attaining a higher education entrance qualification due to parents moving (**final report cards or transcripts [Abgangszeugnisse] and parents' municipal registration certificates [Meldebescheinigungen]**)
- Other comparable special family situations (**relevant documents required as proof**)
- Acquisition of the university entrance qualification in a double-qualifying course of education (**see information sheet**)
- Other comparable special situations (**relevant documents required as proof**)

ADMISSIONS OFFICE

Ilthisstrasse 1
14195 Berlin

Stand: 01.12.2023

INFORMATION ON APPLYING TO REDUCE THE WAITING PERIOD

Admissions to a degree program that are subject to a waiting period depend on the number of six-month periods that have elapsed since the applicant acquired their higher education entrance qualification (e.g., *Abitur*). However, the applicant may have found themselves in **circumstances** that meant that they were delayed in attaining their higher education entrance qualification. Applicants can thus apply for a shorter waiting period.

If applicants can successfully prove such a case, then the date their higher education entrance qualification was attained will be adjusted and they can move up the ranking. This means that applicants are admitted based on a waiting period that more or less corresponds to what they would have had if they had not been delayed through no fault of their own.

What are some factors that are generally accepted as grounds for reducing the waiting period? (examples)

Special social conditions:

- Pregnancy while still in school (**report from a medical specialist or child's birth certificate**).
- Move from a region in which German is not spoken if schooling there was not in German (**official documentation regarding the date of the move and other relevant documents required as proof**).
- Other comparable special social conditions (**relevant documents required as proof**).

Special health conditions:

- Extended periods of absence from school (**report from a medical specialist**).
- Severe disability – extent of disability corresponding to 50 percent or more, according to the German system (**official notification from the public assistance office**).

Special family situations:

- Caregiver for own children who are minors during own schooling (**child's birth certificate**).
- Caregiver for relatives with special needs who are older or siblings in the three years prior to attaining a higher education entrance qualification (**documentation verifying classification of level II or III care according to Book IX of the German Social Code [SGB IX] or report from a medical specialist on the need for care**) during own schooling (**report from a medical specialist on the need for care**).
- Primary caregiver/guardian for siblings who are minors and lived in the same household during own schooling (**birth certificates of siblings**).
- Loss of a parent or loss of both parents prior to attaining a higher education entrance qualification provided that you were unmarried at the time and had not yet turned 25 years of age (**death certificates of parents and statement on your marital status at the time**).
- Change of school multiple times due to parents moving (**final report cards or transcripts [Abgangszeugnisse] and parents' municipal registration certificates [Meldebescheinigungen]**).
- Other comparable special family situations (**relevant documents required as proof**).

Attainment of higher education entrance qualification in a dual qualification training program (*doppelt qualifizierender Bildungsgang*) lasting between four and ten years if both the final secondary school exams and training program were completed by the end of the fourteenth year of schooling.

Other comparable special conditions (**relevant documents required as proof**).

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