

First name, last name–address – email – phone

To the Examination Board, Department of Informatics
Boltzmannstr. 3
85748 Garching b. München.

Garching, date

Application for prolongation of deadline for credit limits / suspension of deadline for credit limits / suspension with optional prolongation

Dear examination board,

I am currently enrolled in the following degree program, with the following status:

Student ID number (Matrikelnummer):

BSc/MSc:

Degree Program:

Subject-specific semester (Fachsemester):

Current ECTS:

To date, I will have only acquired X of the XX ECTS points required by the close of the X semester. I, therefore, request a **prolongation of deadline for credit limits / suspension of deadline for credit limits / suspension with optional prolongation**.

This is my **first/ second/etc.** request to the Examination Board.

If this is not your first request: When did you apply? What was granted?

I am making this request for the following reasons:

Explain the reasons for your application in complete sentences.

Sincerely,

First name, last name

Enclosures

Study course plan

Examination report

Certificate of study progress

Documents in original (e.g. medical certificates, etc.)