

First name, last name–address – email – phone

To the Examination Board, Department of Informatics
Ms./Mr. (secretary of the examination board)
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 Ms./Mr. (secretary of the examination board),

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

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.)