**Request for the extension of an Erasmus study abroad period**

**The student**

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| Name, Surname(s):  | Email:  |
| Receiving Institution:  |
| Original length of stay: From To  |
| Extension\*: From To  |

\*Applications for extensions can only be accepted, if applied 4 weeks before the planned end of the original stay.

**Herewith applies for the above stated extension of the study abroad period.**

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| --- | --- |
| Date:  | Place:  |
| Signature  |  |

**The receiving institution**

|  |  |
| --- | --- |
| Date:  | Place:  |
| Function:  |
| Signature of the authorized person of the partner institution | Stamp |

**The sending institution** (Universität Kassel, D KASSEL01)

|  |  |
| --- | --- |
| Date:  | Place:  |
| Function: **Departmental Coordinator**  |
| Signature of the authorized person of the University of Kassel | Stamp |

**The International Office** (Universität Kassel, D KASSEL01)

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| --- | --- |
| Date:  | Place: Kassel |
| Function: **Institutional Coordinator**  |
| Signature of the authorized person of the University of Kassel | Stamp |

**Procedure**

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| 1. The student fills in the form, signs it and obtains the signature of the responsible coordinator at the host institution.
2. The student sends the request to the departmental coordinator at the University of Kassel.
3. The departmental coordinator at the University of Kassel approves the request and sends the form to the International Office at the University of Kassel.
4. The institutional coordinator approves, if the financial funding can be guaranteed for another semester and signs the document afterwards. If there are still enough funds available, the student will receive an Erasmus grant for the agreed extended period after having handed in the Learning Agreement for the new semester and the Annex of the Grant Agreement. If there are not enough funds available, the student won´t receive another Erasmus grant, but can still be promoted as a zero grant student.
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