

### ***Explanations for the submission of medical certificates***

Dear students,

If you are unable to attend an exam due to illness, it is essential that you submit a medical certificate in the original with the words "unsuitable for the exam" within three working days to the examination office.

You can do it in different ways:

- insert it in the mailbox to the left of the office door of room V15 R00 G17,
- put in the night mailbox, in one, as listed below, labeled envelope (to the right of the entrance T01)
- send by mail (date of the postmark is decisive for the deadline).

Please send your medical certificate to:

University of Duisburg-Essen,  
Examination Office  
Ms. Lesic  
Universitätsstr. 2  
45117 Essen

Be sure to note your name, the matriculation number. and the exam (s) with exam date on the medical certificate.

#### **Important NOTE:**

If you submit a medical certificate for several days, this is valid for the attested period! If, during this period, you wish to take an exam due to the improvement in your state of health, you must submit your doctor's health certificate prior to the examination in the exam department.

Please make sure that a statement is made by when you are on sick leave, otherwise the sick leave is indefinite and it must be submitted in any case before the next exam a healthy message.

**It is not possible to submit a copy of the medical certificate (by e-mail or fax) in advance to meet deadlines!**