Doctor's certificates

What you need to know

What to do when you are unfit to take an exam

Formal procedures for doctor's certificates

Withdrawing from an examination after the withdrawal period has ended is only possible **for good cause** and if notification of the withdrawal is given **without undue delay** and the reasons are verifiable.

In accordance with Section 121 of the German Civil Code, 'without undue delay' means 'without culpable delay'. A withdrawal notification received within three working days after the examination in question was missed is usually considered submitted without undue delay.

Illness can be considered a good cause. If you are unable to take an examination due to illness, it is mandatory that you submit the **original copy of a doctor's certificate** within **three working days** (counting from the day after the examination; Saturdays/Sundays and bank holidays do not count as working days) to the **Examinations Office** (sent by post or dropped in the Examinations Office's postbox).

If the Examinations Office does not receive the original copy of your doctor's note within this deadline, a failed attempt will be entered for the exam(s) in question.

For a certificate of illness, please use our

⇒**form** (only available in German)

- It is not possible to meet the deadline by submitting a copy/scan of a doctor's certificate (by email).
- Doctor's certificates issued in retrospect and backdated certificates will not be accepted. Exceptions can only be made in justified, extraordinary cases. In order for us to assess whether an exceptional case is in fact justified, students must present evidence in addition to the form provided.
- A **certificate of incapacity for work** (*Arbeitsunfähigkeitsbescheinigung*) or a **doctor's note for school** (*Schülerbescheinigung*) are not sufficient.
- Please find information on medical help at times when regular practices are closed on the website of the Association of Statutory Health Insurance Physicians by following this link:

  On-call practices available outside of GPs regular office hours