**Template | Application for compensation for disadvantages in examinations**

Please submit your application for compensation for disadvantages at least six weeks before the examination. Be sure to also read the information provided on [hu.berlin/nta](file:///%5C%5Chuuva11c.uva.hu-berlin.de%5CuvaAbtLW1%5CAbt1%5C1_Behindbe%5CWebseite%5CMerkbl%C3%A4tter%5Chu.berlin%5Cnta).

Add the required information in the [square brackets].

[Sender]

[Address]

[Contact details (email, landline and mobile telephone numbers)]

[Student ID number]

Humboldt-Universität zu Berlin

[Faculty/institute]

Prüfungsausschuss

[z. H. Vorsitzende\*r]

[Street, house number]

[Place, postcode]

[Date]

**Application for compensation for disadvantages in the examination for [specify examination, e.g. mathematics module A1] on [date]**

Dear Professor [last name of professor],

Dear Sir/Madam,

I hereby wish to apply for the following compensation for disadvantages in the examination for [specify examination] within the degree programme in [specify subject]: [Propose appropriate compensation for disadvantages. Formulate measure(s) as specifically and precisely as possible, e.g. a 20% increase in the writing time, i.e. an additional 20 minutes for an examination lasting a total of 90 minutes].

This compensation for disadvantages is necessary due to my illness [where applicable, specify illness] and will compensate for the resulting disadvantages [where applicable, briefly explain how the measure(s) proposed will compensate for the disadvantages]. Please find enclosed a current medical certificate. In case of questions, you can best reach me via email ([your email address]) or by telephone on [your telephone number].

Thank you for considering my application.

Best regards

[Signature]

Enclosure

[List the proof you’re submitting with this cover letter]