

## Template | Application for compensation for disadvantages in examinations

Please submit your application for compensation for disadvantages at least four weeks before the examination. Be sure to also read the information provided on [hu.berlin/nta](https://www.hu-berlin.de/nta).

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]