



Required proof for requesting reasonable accommodations—information for students and their attending physicians and psychotherapists

Information sheet No. 3 on reasonable accommodations

Students with long-term health impairments can request reasonable accommodations. Reasonable accommodations help modify degree program conditions to ensure the curriculum is accessible in terms of time, location, or how requirements can be met.

Make sure your request refers to Section 11 of the University of Hamburg bachelor's and master's degree examination regulations which sets forth regulations for reasonable accommodations. Degree programs requiring a final state or church examination have similar regulations. These are overseen by state or church authorities.

You contacted the Office for Students with Disabilities to seek reasonable accommodations. Our recommendation is sufficient proof which you can submit together with your request to the respective examinations board via the academic office responsible. However, we need relevant medical proof to provide a recommendation. Our recommendation merely confirms that you provided sufficient proof. We keep all medical information about employees confidential. Our recommendation, including an outline of your functional impairments, will not be shared with any third party. Let us know immediately if any changes need to be made. We will store a digital copy of our recommendation and the paper proof you provided until the end of your studies. This will not be shared with any third party such as examinations boards. Make sure to inform us as soon as you have left/ended your enrollment at the University of Hamburg, so we can delete your information. No data about your health impairments will be stored in STiNE, our campus management system.

The University of Hamburg exam regulations stipulate that appropriate proof must be submitted. Degree programs with a state examination may require you to submit a note from a medical specialist or public medical officer. Most students submit proof issued by their attending physician or licensed psychotherapist.

This document must include the following:

- official letterhead, stamp of doctor's office or attending physician / licensed psychotherapist, date of issue, and signature
 - name of the patient, start date of treatment with the issuing physician/psychotherapist
 - written statement that the student has long-term health impairments or disabilities with a particular focus on resulting limitations; provide ICD-10 code if necessary
- Although you are not required to provide a diagnosis listed in the International Statistical Classification of Diseases and Related health problems (ICD), it may be helpful, as the respective codes provide specific descriptions. **Providing a diagnosis is optional but not required.**
- Are your impairments likely to be permanent? Are your symptoms or impairments likely to change?
 - How do your impairments or disability affect relevant performance-related activities, such as reading, writing, sitting, standing, concentration, and physical fitness?

- You can also include medical recommendations for reasonable accommodations, for instance break regulations, extension of completion time, use of assistive technology and equipment, among others.

If you are submitting an existing document, you should redact the irrelevant text passages.

If you have any other documents that could constitute proof of your condition, e.g., disability card, hospital discharge reports, proof of assisted living, etc. you should submit copies of these as well.

Note

Your attending physician or licensed psychotherapist should provide information on the medical facts relating to your reasonable accommodation request. The decision about whether to grant the request also requires additional information, e.g., a module description. The examinations board independently decides whether to grant your request.

You can submit copies of your proof either

- via our form on the website: You can send supporting documents digitally using the form. If possible, the documents should be uploaded as a PDF document. Please enter your university e-mail address: Vorname.Nachname@studium.uni-hamburg.de.
- in person: during our office hours (submission only, no advising). Submit your proof in a sealed envelope. In case you have further questions, make an individual appointment.
- via email: to beeintraechtigt-studieren@uni-hamburg.de Attach all copies of your proof as a single PDF to your email. Use your University email address to communicate with us: Vorname.Nachname@studium.uni-hamburg.de. Once we have read your email, we will print out your documents and delete the email. Be aware that sending your documents with your email as attachments bears the risk of data breaches.

Further information sheets on reasonable accommodations

The following information sheets provide further details on reasonable accommodations:

- Information sheet No. 1: [What are reasonable accommodations?](#)
- Information sheet No. 2: [How can I seek reasonable accommodations for my degree program?](#)
- Information sheet No. 4: [What to do when I have been granted reasonable accommodations](#)

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