**Report illness at an exam**

*Du må gerne udfylde din ansøgning på dansk*

Use this form if you want to report illness at an exam. Please note that you should not use this form if you are applying for an exemption, individual specialisation and/or pre-approval of credit transfer.

|  |  |
| --- | --- |
| Applicant |  |
| Name |  |
| ITU email |  |
| Name of ITU study programme |  |
| Phone number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course or project in question | Ordinary  exam | Re-exam | Extraordinary  exam | Exam date /  submission deadline |
|  |  |  |  |  |
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**Documentation**

You must submit a medical certificate for documentation that you were ill on the day of the exam.  
Please see [ITU Student](https://itustudent.itu.dk/Study-Administration/Exams/Illness-at-Exams) for detailed information about the requirements for the medical certificate.

Please attach the documentation in the following formats: PDF, Word, PNG or JPEG/JPG (we cannot open documents in HEIC format). Do not insert links to the documents directly in the e-mail.

Documentation attached in other formats may prolong the processing time of your application.

**Additional information**You can write additional information in the frame below. You can also attach a separate document.

*The frame will expand when you write*

Please email this form with attachments to [sap@itu.dk](mailto:sap@itu.dk) no later than 8 working days from the exam day. Write your study programme (e.g. B-SWU) as well as “Illness at my exam” in the subject field. We reply to your ITU-mail.