

Application for an exemption

DIN ANSØGNING MÅ GERNE UDFYLDES PÅ DANSK!

Use this form if you want to apply for a type of exemption that is not covered by the other exemption forms. You should not use this form if you are applying for an individual specialisation and/or pre-approval of credit transfer. Please find the relevant forms in [the forms section in the Study Guide](#).

Applicant	
Name	
Date of birth	
ITU email	
Student number	
Name of ITU Study Programme	
Phone number	
Date of applying	

I am applying for...

(Write what you want to apply for / which rule you want to apply for exemption from)

The frame will expand when you write

Reasons for applying

You must write what special circumstances apply to your situation, and what your desired outcome of the application is. You can write below or attach your application in a separate document.

The frame will expand when you write

Documentation

Along with your application for an exemption, you must send:

- * documentation of the illness or special circumstances you describe in the application.
- * a comprehensive study plan for your entire study programme

Examples of documentation:

Doctor's note/medical transcripts, birth/death certificates, email correspondence.

We will only handle your application if all documentation and written application is enclosed.

Please email this form with attachments to sap@itu.dk and write your Study Programme (e.g. SWU) as well as the exemption you apply for e.g. "SWU - Exemption to cancel a registration" in the subject field.

We reply to your ITU-mail.

Our reply

For information about the case processing time, please go to: [Exemptions](https://itustudent.itu.dk) (itustudent.itu.dk). The month of July is excluded in our processing time due to summer holidays.

If you apply for an exemption from several rules or there is an additional exemption in continuation of a previous exemption, your application will be processed by the Exemption Committee, established by the Board of Studies. This can extend the processing time with a few weeks.