**Application for an exemption**
*Du må gerne udfylde din ansøgning på dansk.*

Use this form if you want to apply for an exemption from existing rules. Please note that you should not use this form if you are applying for an individual specialisation and/or pre-approval of credit transfer.

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

**I am applying for an exemption from:** *(please tick a box / boxes)*

[ ] The progression requirement

[ ] The registration requirement

[ ] The First-year exam (BSc)

[ ] The maximum programme duration

[ ] Binding course registration *(please specify explicitly which course(s) you apply for an exemption for in the box below)*

[ ] Additional exam attempt

[ ] Other *(you must specify which rule you are applying for in the box below)*

If you need more information about the above-mentioned rules, please see [ITU Student](https://itustudent.itu.dk/Study-Administration/Special-Circumstances/About-Exemptions) or contact [the Study and Career Guidance](https://itustudent.itu.dk/Study-and-Career-Guidance/Contact).

**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 this form, you must submit documentation of the special circumstances, you describe in the application, and a provisional study plan. Please contact [the Study and Career Guidance](https://itustudent.itu.dk/Study-and-Career-Guidance/Contact) for guidance on how to fill out the study plan.

I have submitted: *(please tick boxes and submit the documents in your application)*

[ ] Documentation of the special circumstances

[ ] A provisional study plan for your entire study programme

**Examples of documentation**
The documentation can be a medical certificate, hospital record, birth/death certificate and/or email correspondence.

For more examples, please see ITU Student: [How to apply for an Exemption (itu.dk)](https://itustudent.itu.dk/study-administration/special-circumstances/how-to-apply-for-exemptions)

**How to submit your application**

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 from the progression requirement” in the subject field.

You will receive a decision in your ITU student mail.

**Case processing time**

For information about the case processing time, please go to ITU Student: [Exemptions (itu.dk)](https://itustudent.itu.dk/Study-Administration/Special-Circumstances/About-Exemptions).