

Application for an exemption from the registration requirement

DIN ANSØGNING MÅ GERNE UDFYLDES PÅ DANSK!

Use this form if you are a BSc or an MSc student and you cannot meet the registration requirement. [Read about the registration requirement for BSc and MSc students.](#)

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

I am applying for an exemption from the registration requirement according to the study plan that I submit together with this form.

I have less than 30 ECTS left on an MSc programme besides the thesis.

(If you tick this option, you do not have to give a reason below. You must still submit the study plan with your application though.)

Reasons for applying

Write what special circumstances apply to your situation. You can write below or attach 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.