

Application form regarding withdrawal and significantly improved study possibilities

This form must be used if you have previously been enrolled in the same degree programme at Aarhus University or another Danish University.

This form must also be used if you a) *withdrew yourself, but could have been withdrawn*; or *are still enrolled, but will be withdrawn*, due to inactivity, used examination attempts or exceeded maximum time of study.

The university must – based on an individual academic assessment – assess whether or not you meet the following requirements since your previous enrolment:

1. Your possibilities of completing the degree programme have significantly improved; or
2. The contents of the degree programme have significantly changed.

The assessment of your circumstances is made by the university in connection with your application for admission/re-enrolment/transfer/change of study as part of the criteria for admission.

Dear applicant.

Below you will find information about the documentation that you need to upload to your application in the application system along with this form if you have previously been enrolled in the same program at Aarhus University or another Danish University.

Read the information carefully before you fill in the form on page 2-3.

When you apply for admission/re-enrolment/change of study/transfer, you must:

1. Fill out the form on the next pages with your information. Furthermore, you must fill out the "additional comments" section in which you explain and specify your grounds for application. You can fill out the form on the computer (please note that you must open the form in a pdf program (e.g. Adobe reader) – or alternatively by hand writing in order to save your typing.
 - 2.
 3. Upload the completed form to your application for admission in the application system along with your relevant documentation regarding significantly improved study possibilities or significantly changed study programme.
- Without the relevant documentation, we will not be able to assess your application.
 - Lack of or inadequate documentation will delay the assessment of your application.
 - Your documentation must include stamp and signature from the issuing authority.

Deadline

- This application form must be uploaded when you create your application in the application system.
- If your documentation is missing or inadequate, you must upload documentation within a set deadline. Otherwise, you will receive a rejection of your application for permission.
- Our processing time depends on the type of case and on whether the documentation is complete.
- You will receive a written reply to your application through the application system.

Application form regarding 1) significantly improved study possibilities; or 2) significantly changed degree programme

1. Personal details:

Danish CPR-number (or your birthday DD.MM.YYYY in case you do not have a Danish CPR number):

First name(s):

Surname:

Phone number:

Email:

Address:

Postal code:

City/Country:

2. Please state whether you have withdrawn from your former institution yourself, or whether the institution withdrew you (use the spacebar to mark):

- I withdrew myself on the following date: _____
- I was withdrawn by my former institution on the following date: _____

3. Please state the reason why you withdrew yourself or the institution withdrew you (use the spacebar to mark):

- I have used all my examination attempts
- I was withdrawn due to study inactivity
- I exceeded the maximum time of study
- I am permanently expelled from the university I was previously enrolled in.
- Other:

4. Based upon the following, I kindly ask Aarhus University to assess my application (use the spacebar to mark):

- I can document that I have significantly improved my possibility to complete the study programme.
- The content of the degree programme has changed significantly since my previous enrolment
- Other:

5. Remember to attach the following documentation to your application:

- **Letter or confirmation of withdrawal from your university**
- **Transcript showing all examination attempts (transcript RA052U from your university)**
- Diplomas and transcripts
- Decisions from your board of studies regarding additional examination attempts, study inactivity or exceeded maximum time of study.
- Form regarding withdrawal and improved study possibilities
- A doctor's note (if relevant)
- Letter of expulsion if you have been expelled from the university.
- You current residence permit in Denmark (only [non EU/EEA/Swiss citizens](#))

Additional comments (explanation and specification of the grounds for application):