



## Guest Student

Civil reg. no.:	Student reg. no:
Name:	
Address:	
Postal code:	Town/ city:
Tel. no.:	E-mail:
Degree Programme:	Home University:

**Citizenship (only relevant for applicants who are not Danish citizens)**

Country:	Residence permit enclosed: Yes: • No: •
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<b>Name of course:</b>	<b>Course number (UVA code):</b>
Please register me as a guest student during the period: 1 <sup>st</sup> of September 20..... to 31 <sup>st</sup> of January 20..... or 1 <sup>st</sup> of February 20..... to 31 <sup>st</sup> August 20..... Possible alternative period: .....	

Aarhus University reserves the right to exchange information about the credit module with your main subject.

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**Date** **Signature**

### Approval by main subject

Date:	Signature and stamp
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## See page 2 for guidelines

### Guidelines

Enrolment in a credit module takes place in accordance with the Ministerial Order no. 1520 on Bachelor and Master's (Candidatus) Programmes at Universities. The rules can be found on Aarhus University's website at <http://www.au.dk/en/about/organisation/index/5/50/>.

A credit module is a module or course you take in another subject than your main subject and for which credit can be transferred to your main subject. The requirements for enrolment in a credit module are:

- That the board of studies for your main subject confirms that credit for the module/course can be transferred to your current degree programme and thereby replace a module in your current programme.
- That the board of studies offering the module confirms that there is a place available in the module and that you can attend the instruction and participate in the examination.

A credit module is therefore **not** a course you take in addition to your degree programme. If you would like to take modules in addition to your degree programme, please contact the Secretariat for Continuing Education (please find contact information at [www.au.dk/evu](http://www.au.dk/evu)).

1. Complete the top section of the front page of the form up to the field where you sign, as well as the field in the following section stating the name of the credit module.
2. The board of studies for your main subject must confirm on the timetable that credit for the module can be transferred to your main subject. The board of studies must also indicate which subject in your current degree programme the credit module will replace.
3. After that you must send the application form to the board of studies for the host subject.
4. The board of studies for the host subject will after they have received your application consider if you can attend the instruction and participate in the examination in the requested module.
5. REMEMBER ... once you have passed the credit module, you have to apply to the board of studies for your main subject to have the credit for the credit module transferred to your degree programme.

### Citizenship

You only need to indicate your citizenship on the form if you are NOT a Danish citizen. If you are a citizen of a country outside the EU or the EEA, you have to pay for your studies in Denmark unless you have permanent residence, a permit with a potential for permanent residence in Denmark, or if you are studying in Denmark under an exchange programme. As Aarhus University does not have access to your residence permit, you must enclose a copy of the permit if you want to be exempt from payment.

November 2014