

## **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.**
- **if you withdrew yourself, but could have been withdrawn; or if you are enrolled, but will be withdrawn due to inactivity, used examination attempts or exceeded maximum time of study.**

**The university must assess whether or not your possibilities of completing the degree programme have significantly improved since your previous enrolment.**

**The assessment may include e.g. academic or health-related circumstances.**

**The assessment and decision will be made by the university in connection with your application for admission/re-enrolment/transfer/change of study as part of the criteria for admission.**

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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, including the "additional comments" section in which you explain and specify your grounds for application.
  2. 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.
  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 from relevant authorities must be official.

### **Deadline**

- This application form must be uploaded along with your application in the application system.
- If your documentation is missing or inadequate, you must upload documentation within a set deadline.
- If you do not meet the deadlines, your application may be rejected due to lack of documentation.
- Our processing time depends on the type of case and whether or not your documentation is sufficient to make a decision.
- You will receive the decision through the application system.

## Application form regarding withdrawal and significantly improved study possibilities

### 1. Personal details:

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

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First name(s):

Surname:

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Phone number:

Email:

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Address:

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Postal code:

City/Country:

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### 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 since my previous enrolment.

### 5. Consent

- I apply based on studies at another Danish university than AU and hereby authorise AU to obtain information regarding my studies at the relevant university, if necessary.

I understand and accept that without this consent, AU has the legal right to reject my application.

**6. 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.
- Your current residence permit in Denmark (only [non EU/EEA/Swiss citizens](#))

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