

Application for exemption from the rules limiting multiple degrees

Dear applicant

This letter contains important information about the documentation you must upload to the application system at www.kandidat.au.dk/optagelse along with your application for exemption.

Please read this information thoroughly before completing the form on page 2.

When you apply for exemption, you must:

1. Complete the form on the next page. In addition, in the field 'Additional comments (explanation of application for exemption)', you must write your application for exemption (including your reasons for applying for an exemption).

You can complete the form directly on your computer or by hand. (If you wish to complete the form on your computer, please note that you must open it in a PDF program (such as Adobe Reader) in order to save your work, as most browsers do not support PDF forms).

2. Upload the form to the application system, together with the relevant documentation and your application, under the field "Have you completed or do you expect to complete a Master's degree programme before commencement of studies?" Tick the box next to 'Exemption'.
3. Upload the relevant documentation for the circumstances named in your application for exemption under the heading 'Documentation for application for exemption'. This is important, because we cannot consider your case and make a decision unless you document these circumstances. In addition, incomplete or absent documentation will delay the processing of your application. Documentation must be stamped and signed by the issuer.
4. Upload your application for exemption in connection with your application to each of the Master's degree programmes to which you are applying.

Deadlines

You must upload your application for exemption along with your application in the application system or as soon as possible after uploading your application, and no later than the deadline for application.

If you fail to upload all or some of the required documentation at this time, you will be given a deadline for uploading the missing documentation. If you fail to meet this deadline, your application for exemption will be rejected.

The time it takes to process your application depends on the nature of the case and on whether you submit all of the required documentation. You will receive a written answer to your application for exemption via the application system, via email or in your eBoks.

Form for application for exemption from the rules limiting multiple degrees**1. Personal information:**

CPR number (date of birth if you do not have a Danish CPR number):

First name(s):

Last name:

Mobile/tel. no.:

Email:

Address:

Zip/Postal Code:

City/Country:

2. I am applying for exemption from the rules limiting multiple degrees on the following grounds (use the spacebar to tick the appropriate box):

- ☐ My previously completed degree programme was completed at least six years before commencement of studies for the Bachelor's degree programme to which I am applying
- ☐ Health issues which prevent me from using my previously completed degree programme on the labour market
- ☐ My previously completed degree programme has changed significantly or is no longer offered
- ☐ Other What?: _____

3. I enclose the following documentation for my application:

In all cases, enclose documentation for the previously completed degree programme along with additional relevant documentation, depending on the grounds on which an exemption is being sought:

- 1) medical certificate or medical records you have received in relation to lost earning capacity;
- 2) documentation demonstrating that the content of your previous degree programme has changed significantly, or that the degree programme has been discontinued.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____

5. Additional comments (explanation of application for exemption):