

Exemption / Special Permission

Dear applicant

You can apply for exemption for a number of rules if you are dealing with special circumstances that can be confirmed. If you do not have a qualifying examination, but comparable documentation, you can apply for special permission. Check out the possibilities at SDU for [exemptions/special permissions](#).

Upload the filled in application for exemption/special permission together with the relevant documentation to your application on www.optagelse.dk.

Are you applying for a pre-assessment from 6 July - 31 January, send the application to optag@sdu.dk.

1. Personal data:

Birth date: _____

Name: _____

Mail: _____

Phone: _____

Programme(s) you are applying to: _____

2. Type of exemption/special permission:

I apply for exemption/special permission based on:

- ☐ I do not fulfil the specific entry requirements
- ☐ I do not have a qualifying examination (special permission)
- ☐ I do not fulfil the requirement of grades
- ☐ I have already finished another education (restrictions on taking double degrees)
- ☐ I faced special circumstances during the time I obtained my qualifying examination

You can find a guideline about the relevant documentation to attach, at the end of the document

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3. Free text box to substantiate your application for exemption/special permission:

Exemption / Special Permission

You can find the different types of exemption / special permission in combination with information about the documents you must attach to your application:

I do not fulfil the specific requirements

Documentation can be:

- Documentation about the examinations which you think can replace the requirement
- Documentation about the level of the course, the extent, amount of hours, course description

I do not have a qualifying examination (special permission)

Documentation can be:

- CV
- Documentation stating that you fulfil the specific requirements
- Documentation stating the qualifications you have obtained which can substitute the requirement of the qualifying examination, e.g. diplomas from educations you have obtained earlier

I Do not fulfil the requirement of grades

Documentation can be:

- An application for exemption / special circumstances where you account the unusual conditions and how it affected your ability to obtain higher grades
- Preliminary marks from your High School Graduation Diploma
- Documentation for the unusual conditions are typically:
 - o doctor's certificate
 - o excerpt from your medical record
 - o statement from your psychologist
 - o statement from a student counselor, lecturer or principal

I have already finished another education (restrictions on taking double degrees)

Documentation can be:

- An application for exemption / special permission stating why you are applying for admission for a new programme
- Documentation stating your lost / reduced ability to work:
 - o doctor's certificate
 - o excerpt from your medical record

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I faced special circumstances during the time I obtained my qualifying examination

Documentation can be:

- application for exemption / special permission stating the special circumstances you faced and how it affected the grades you have obtained
- doctor's certificate or excerpt from your medical record in case of protracted illness (both course of illness and the extent must be documented)
- doctor's certificate or documentation about serious or terminal disease of immediate family
- documentation from an expert, i.e. regarding a test about dyslexia or other disabilities
- statement from your psychologist or psychiatrist
- police report
- Pre-liminary grades from your High School Graduation Diploma
- documentation about the 9th form-level school leaving examination (can be necessary to state that the special circumstances started at the end of , hvis de usædvanlige forhold startede i slutningen af folkeskolen)
- statement from a student counselor, lecturer or principal

NOTE! The application about exemption/special permission is NOT an application for admission.

You still have to apply for admission via Optagelse.dk. The application system opens on 1 February 2020.

Application deadline for quota 2 (foreign qualifying examinations/special permission) is 15 March 2020, noon. Application deadline for quota 1 (Danish qualifying examinations) is 5 July 2020, noon.

To get your application for exemption/special permission handled for the admission in 2020, the application must be received at SDU no later than 15 March, noon.

Case work time

We recommend to apply for a pre-assessment already before 1 February to get an answer already before 1 March. Are you applying for exemption/special permission along with your application for admission, you can expect an answer on 28 July.