

# REQUEST FORM LATE REGISTRATION

Completed forms need to be submitted digitally to

[CSA@nhlstenden.com](mailto:CSA@nhlstenden.com)

(See reverse for further instructions)

<b>To be filled out by (prospective) student:</b>	<p><b>To be filled out by (prospective) student:</b> <span style="float: right;"><i>Incomplete forms will be returned to student</i></span></p> <p>Name: ..... Student number: .....</p> <p>Email address: .....</p> <p>Mobile phone number: .....</p> <p>Requested course: ..... Full-time/Part-time*</p> <p>Location: ..... Language of instruction/Special programme: .....</p> <p>Intake date: 01/___/___ (enrolment is only possible per every 1st day of the month)</p> <p><b>This form needs to be submitted to <a href="mailto:csa@nhlstenden.com">csa@nhlstenden.com</a> before this intake date.</b></p> <p><b>Check the box for the category applicable to you and complete:</b></p> <p><input type="radio"/> 1. I am currently enrolled at NHL Stenden for a different course, which is: ..... Full-time/Part-time* I will/will not continue this course per ___/___/_____.</p> <p><input type="radio"/> 2. At the start of this academic year (1 September), I was not enrolled at NHL Stenden, but I was previously enrolled at NHL, Stenden, or NHL Stenden for the course I now wish to continue. My previous enrolment ended in the academic year ____/____. I previously deregistered for this course due to exceptional personal circumstances.</p> <p><input type="radio"/> 3. Neither of the above categories apply. The specific and exceptional reason I cannot wait for the next regular intake is explained by me in the accompanying letter of motivation.</p> <p>Date: ___/___/_____ Signature (prospective) student: .....</p>
	<p>Advice <b>TEAM LEADER: do/do not*</b> authorise enrolment for above-mentioned course.</p> <p>Student makes use of educational and/or examination facilities starting: ___/___/_____</p> <p>In case of bachelor course, enrolment in: _____ foundation year / main phase*</p> <p>Name team leader: ..... Signature: .....</p>
Category 1 & 2	<p>Check by <b>STUDENT COUNSELLOR:</b> <span style="float: right;"><b>agree / disagree*</b></span></p> <p>Name: ..... Signature: .....</p>
Category 3	<p>Advice <b>ADMISSIONS COORDINATOR:</b> <span style="float: right;"><b>agree / disagree*</b></span></p> <p>Name: ..... Signature: .....</p>
	<p>Final decision <b>CSA:</b> <span style="float: right;"><b>agree / disagree*</b></span></p>

\* Strike out whichever option does not apply

# INSTRUCTIONS

## General

You want to enrol in a course outside the regular intake dates. This is not generally allowed, but you can seek permission in certain situations. Use this form to get the necessary authorisations.

Your enrolment request cannot be processed until this form has been filled out completely, signed by the necessary people, and has been submitted digitally to the Central Student Administration ([CSA@nhlstenden.com](mailto:CSA@nhlstenden.com)). Your enrolment will not be finalised until you have met all other conditions of enrolment.

Please fill out the first box yourself. Here, you check the box for the category that applies to you. Depending on the category, you will need to gather signatures in the second or third box.

## Category 1 & 2:

If necessary, you can check with Student Info ([studentinfo@nhlstenden.com](mailto:studentinfo@nhlstenden.com)) for the name of the team leader of your chosen course. They will also be able to tell you how to contact this person. He or she needs to fill out the parts for team leader in the box for category 1 & 2.

You can use the walk-in at the student counsellor's office to get the signature from a student counsellor. Student Info will be able to tell you when and where the walk-ins will take place.

After you have filled out the form completely and after it has been signed by the team leader and student counsellor, you can scan the form and email it to [CSA@nhlstenden.com](mailto:CSA@nhlstenden.com). Make sure the subject of the email is 'Late registration category 1/2'.

## Category 3:

Write a letter of motivation explaining the specific and exceptional reason you cannot wait for the next regular intake. Send the letter of motivation together with the form, filled out and signed by you, to [CSA@nhlstenden.com](mailto:CSA@nhlstenden.com). Make sure the subject of the email is 'Late registration category 3'.