

Request for registration as a guest student

Please note: this request is only valid for 1 academic year. If you would like to follow another course next year, or continue/complete the course for which you are now registering, you must again submit a request for registration as a guest student.

Please print, complete and sign this form, then send it with the necessary documentation to:

Leiden University
Student Administration
PO Box 9500
2300 RA Leiden

or hand it in at: Plexus Student Centre
Kaiserstraat 25
2311 GN Leiden

1. Personal Details

Family name male female
Prefix(es)
Given names (as stated in passport)
Place & date of birth (dd/mm/yyyy)
Nationality
Leiden student number (if known)

2. Address

Street and house number
Postal code
Town/City
Country
(Mobile) telephone number
E-mail address

3. Signature

Request for registration as a guest student for the academic year 20 / 20

The undersigned declares the information provided in this form is true and requests registration as a guest student at

Leiden University on the following study programme:

Course(s):

Level: Bachelor Master

He/She declares to have paid the tuition fee at: (name hbo/university):

A proof of the above mentioned tuition fee payment is included.

Town/City Date (dd/mm/yyyy)

Signature



Universiteit
Leiden

www.students.leiden.edu

If you have a document stating that you are permitted to follow the course in question at Leiden University please enclose this with your request for registration. In this case you need not complete the section below. Note that you must always have a statement of consent from your own study advisor and from the study programme which offers the course you wish to follow. If you would like to follow several courses from different study programmes please complete this second page separately for each course. The first page need only be completed once.

4. Statement of consent, to be completed by the study advisor of the programme on which you are currently registered

I (study advisor hbo/university) declare that there are no objections to student _____

following the course in _____ at Leiden University.

Name _____ Date _____ (dd/mm/yyyy)

Signature _____

5. Statement of consent, to be completed by the study advisor of the programme offering the course you wish to follow

The study programme in _____ at Leiden University declares that

there is no objection to student _____

following the course in _____ at this university.

Name _____ Date _____ (dd/mm/yyyy)

Signature _____

To be enclosed

- an original proof of tuition fee payment (not a copy), to be requested from the student administration department of your own hbo/university (not a proof of registration or a copy of a bank statement).
- if section 4 (above) has not been completed – a separate statement of consent from your own hbo/university which clearly states that you are permitted to follow the course in question at Leiden University.
- if section 5 (above) has not been completed – a separate statement of consent from the study programme in question at Leiden University.