Request for registration as a guest student

Reminder: this form only grants registration for a single year. If next year you want to take a different subject or you want to continue or complete the subject for which you now have permission, you need to submit a new application for registration as a guest student.

Please fill out this form, print it and sign it before sending it, with the relevant documents, to: Leiden University Student Administration PO Box 9500 2300 RA Leiden Or deliver the forms to: Plexus (Student Information Desk) Kaiserstraat 25 2311 GN Leiden

1. Personal Data

- Family name
- First name
- Title
- Male Female
- Initials
- Birth Place/ Date of birth
- Nationality
- Student number in Leiden, if known

2. Address

- Street and house number
- Postal code
- Place
- Country
- (Mobile) phone 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 is true, and requests Leiden University to be registered as a guest student for the following department/course:
He/She declares tuition fees have been paid to (name HBO/University):
and encloses a original proof of payment (Bewijs Betaald Collegegeld) from the above-mentioned institute.

Place Date (dd/mm/yyyy)
Signature
If you have a document indicating that you are allowed to follow the subject/course in question at Leiden University, you should include this as an appendix and you no longer need to complete the section below. Please note that a statement is always needed from your own study adviser and from the department where you will be following the programme.

4. Statement by study adviser from home institute (institute where college fees are paid)

I hereby declare that there are no objections to ____________________________ (name student)
from ____________________________ (name home institute) following the ____________________________ course at Leiden University.

Name ____________________________
Signature ____________________________
Date ____________________________ (dd/mm/yyyy)

5 Statement by study adviser at Leiden University

The ____________________________ department hereby declares that there are no objections to ____________________________ (name student)
following the ____________________________ course at this university.

Name ____________________________
Signature ____________________________
Date ____________________________ (dd/mm/yyyy)

Notes
- number 4 and/or 5 must be used if no other signed statement is included.
- the above-mentioned original proof of payment is not something that is provided to students automatically upon (re)registration. Often this proof of payment can be obtained, upon request, from the student administration of the institute where college fees have been paid.
- a completed request (which consists of this form, 2 separate statements from the study advisers and a proof of payment) needs to be submitted before registration can take place. Incomplete forms will be returned to the applicant.
- for questions please contact the student information desk:
  Kaiserstraat 25
  071 527 80 11
  informatiecentrum@leidenuniv.nl

www.studenten.leidenuniv.nl