**Important: Please register first for the relevant course in StudIP!**

**Request for Prioritised Course Registration**

I request that the following student receive priority to register for the specified course:

**Full name:** (Mr/Mrs/Ms)__________________________________________________________,

**Student ID number:** ____________

**Course code:** ________________

**Course title:** ______________________________________

**Winter semester/ summer semester** (delete as applicable)

The student requires the course for the following reason:

- [ ] A compulsory or optional module in a degree programme
- [ ] Study abroad
- [ ] Placement abroad
- [ ] Participation in a field trip
- [ ] In order to facilitate access to information in their area of research
- [ ] Other:
  
  ____________________________________________

- [ ] I have unsuccessfully applied for the same course code before (once/several times). Please include print-outs from previous applications; in this case no stamp nor signature is necessary.

______

(Date, tutor's signature) _______________________________________(Department stamp)

(Please note: applications must be submitted to the Fachsprachenzentrum by **17 October 2019, 12 noon**. Applications that are incomplete or have not been signed by the necessary tutor will not be considered.)

* Please refer to the course catalogue for complete course titles and codes.