**!!!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 **16 April 2020, 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.