

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 **12 April 2018, 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.