

How do you write an application for exemption?



Exemptions in brief

When you apply for exemption from a rule, you must describe and document the specific reasons why you apply for exemption. Also, you should describe how your situation is different from that of your fellow students.

Your application is usually evaluated by the board of studies, an exemption committee or by the administration. It is up to you to provide all the information they need to make an informed decision.

Consider this before you write your application:

- What do you wish to achieve?
- What rules apply to your situation?
- Is any specific documentation required?
- Who makes the decision?

See below what should be included in your application

Which exemptions can you apply for?

[LEARN MORE](#)

Are you required to describe "special circumstances"?

[FIND EXAMPLES HERE](#)

1 Meet formal requirements

Write at the top of the application:

- Who you address
- Your contact information

2 Describe what you wish to achieve

First state what you wish to achieve.

Clarify for yourself in advance what you are allowed to apply for. If you are not sure what your options are, contact Student Counselling or The Student Ambassador.

3 Explain your reasons

Elaborate on the specific reasons why you apply for exemption.

Make in-text references to your documentation.

4 Enclose documentation

We recommend that you support your application with documentation that is as specific as possible (E.g. a detailed doctor's certificate). See your [study page](#) for any documentation requirements.

Enclose all documentation as accessible and easily manageable as possible.

5 Get help with your application

Contact your local Student Counselling Service or The Student Ambassador. We will be happy to read your application and offer our advice.

[Go ahead and contact us!](#)

6 Submit your application through a form on KUnet

At most faculties you will find forms for exemption applications on your [study page](#). If this is not the case at your faculty, send your application from your KUmail.