

# 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                      Or deliver the forms to: Plexus (Student Information Desk)  
Student Administration                      Kaiserstraat 25  
PO Box 9500                                      2311 GN Leiden  
2300 RA Leiden

## 1. Personal Data

Family name  First name   
Title   male  female  
Initials   
Birth Place/ Date of birth   (dd/mm/yyyy)  
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



Universiteit  
Leiden  
The Netherlands

[www.student.universiteitleiden.nl](http://www.student.universiteitleiden.nl)

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 \_\_\_\_\_ Date \_\_\_\_\_ (dd/mm/yyyy)

Signature \_\_\_\_\_

#### 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 \_\_\_\_\_ Date \_\_\_\_\_ (dd/mm/yyyy)

Signature \_\_\_\_\_

#### 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](mailto:informatiecentrum@leidenuniv.nl)