

**Application for Re-enrolment 2024**

**Deadline**

**Bachelor:** Apply by 15 March, 12 noon via Optagelse.dk for a guaranteed answer before study start 1 September (remember to send an email to [ae@cbs.dk](mailto:ae@cbs.dk) to inform us)

**Graduate:** Apply by 1 March via the Application Portal for a guaranteed answer before study start 1 September (remember to send an email to [ae@cbs.dk](mailto:ae@cbs.dk) to inform us)

If you apply outside of the application round, you must submit your form and any supporting documents physically.

You can hand them in to the Student Hub at Solbjerg Plads (to the attention of ‘Re-enrolment’) or you can post them to: Att: Re-enrolment, Student Affairs, Solbjerg Plads 3, 2000 Frederiksberg. We will send a confirmation receipt once we have received your application.

**Contact Information**

Name:

Date of Birth:

Email:

**Study Programme**

Name of programme

/concentration:

Previous enrolment date:

Previous withdrawal date:

**Your previous withdrawal from CBS**

If you withdrew yourself from your previous studies at CBS, you can ignore this section.

If you were withdrawn from CBS due to non-compliance of rules, you need to demonstrate that your situation has **significantly improved**, and you are now able to complete your studies.

You need to upload:

A statement\* outlining how your situation has significantly improved

A study plan outlining how you plan to complete the programme

Any relevant, supporting documents regarding your situation

\*Your statement should include an explanation of your previous situation that resulted in your withdrawal from the programme by CBS and a clear outline of what has since changed and improved. You need to show that due to these changes and improvements, you are now able to complete your studies.

*Example of a situation that has significantly improved:*

*You were previously withdrawn because serious health issues at the time resulted in you not keeping up with your studies and study commitments, but you have since undergone treatment and are now fully recovered. Supporting documents in this case could be medical notes from the time of your illness, documents concerning your treatment and a document showing your current health status.*

**Contact via email**

I understand that if further information or documentation is required, I will be contacted by email from [ae@cbs.dk](mailto:ae@cbs.dk) and given 7 days to provide the requested information/documentation. If I do not respond within 7 days, my application for re-enrolment will be processed based only on the information already submitted.