

## **Quick guide for study check**

Below you will find a guide telling you how to fill in the study check form. The guide will go through all points in the form. Please see below.

1. Date of birth
2. Name of your current education (for instance BA, PBA, HF, etc.)
3. Name of the institution (for instance KU, CBS, UCC, etc.)
4. How is your education nominated, meaning how long is your current education? (for instance BA = 3 years, PBA = 3,5 years)
5. When did you move into the dorm? (If you have moved internally, you must write your first move-in date)
6. When did you start your current education?
7. When do you expect to finish your current education?
8. How long was left of your education when you moved into the dorm? (Point 8 can be left blank)
9. Did you attend all prescribed exams/tests the last 12 months?
10. Did you attend the prescribed education plan for the last 12 months?
11. Do you plan to attend further education? (for instance MA after BA)

Point 12-15 you only need to fill in, if you answered NO to point 9-10.

12. What exams have you attended the last 12 months?
13. For what reason did you not attend the prescribed education/exams?
14. When is your next exam/test?
15. What exam/test are you attending?

It is not a demand that your institution fills in and stamps this form. It is however important that you attach current and updated documentation for your study (for instance an enrollment).

In case you wish to terminate your lease within the next 3 months, you are welcome to fill in the lower part of this form. The lower part of the form you should therefore **ONLY** fill in if you wish to terminate your lease within the next 3 months. It is important that you draw attention to the fact that you are terminating your lease, once you hand in this form.

### **Description of study check**

To live at the dorm you must be active in your studies. According to the law that means having a minimum of 23 lessons a week. A year delay is allowed and on top of this you can apply for an additional year if you can document illness or maternity leave.

If you are two people living in the apartment it is important that both legal tenants send in the study check documents – also if only one of you is a student. Only one of you must be a student to live at the dorm, but for administrative reasons we need study check on both legal tenants. The person who is not a student must state her/his occupation.

According to Danish law the administration must perform study check at least once a year to make sure that the tenants' study activity continues to allow them to live at the dorm. The administration performs the study check each year in February and in October, a follow-up check is done.

When the administration has gone through your study check documentation, you will receive one of the following replies:

1. **Approved**  
You have been approved to continue living at the dorm, of course only if you continue with the studies you have documented. The approval is valid for the current academic year.
2. **Approved until October 1st**  
Based on the information you have given during the study check in the spring, we ask you to send in valid study documentation after start of the semester in August/September. We must receive the documentation no later than October 1st.
3. **Approved with delay**  
You are still approved to live at the dorm, of course only as long as you continue the study you documented in your study check. We would like to draw your attention to the fact that you have been noted for X years of delay. This approval is valid for the current academic year.
4. **Inconclusive documentation**  
More documentation for your study is needed, before we are able to finish this year's application.
5. **Termination**  
You will receive a termination of your lease for the following reasons: if you have finished your education, if you are unable to document study activity, or if you have not sent in the materials needed.