

How to make an Exemption Request via uSis (For Msc Statistical Science)

Prerequisite: the course is visible in your Academic Requirements in uSis. If not: please contact the Graduate School Office and ask for the best procedure.

For instance: This student wants to ask for an exemption for the Course **Academic Skills2**.

*Click the course...

Course	Description	Units	When	Grade				
BFW 4012ACAV2Y	X- Academic Skills 2			=				
BFW 4012ACV24Y	Academic Skills 2			=	★			

*Choose the button **SUBMIT REQUEST**

My Academic Requirements

Course Detail

If you want to enroll for a class, click on the button "enroll...". To request a petition for one or more parts of the course, click on the button "submit request".

[Return to My Academic Requirements](#)

BFW 4012ACV24Y - Academic Skills 2

Course Detail

Career	Bachelor	enroll...
Units	4.00	submit request
Grading Basis	Whole/half Scale	
Component	Exam Required	

*Choose the Petition Type: 1. Exemption and click Continue

Submit request

Career	Bachelor
Description	Bio-Pharmaceutical Sciences
Academic Plan	Bio-Pharmaceutical Sciences
Academic Plan	Honours college

Select the petition type for which you want to enter a request

Petition type

- 1 Exemption
- 2 Different number of credits
- 3 Extra curricular course

*Fill in the obligatory boxes. And click **SUBMIT**

Request exemption		
Institution:	Leiden University	Academic Program: Bio-Pharmaceutical Sciences
Career:	Bachelor	Academic Plan: Bio-Pharmaceutical Sciences
Petition Request		
*Effective Date:	<input type="text" value="09/12/2016"/>	
*Number:	<input type="text" value="NEW"/>	
*Description:	<input type="text" value="free text e.g. name of course"/>	
Status:	<input type="text" value="Concept"/>	
<hr/>		
Course ID:	BFW 4012ACV24Y	Academic Skills 2
Units:	4.00	
* Explanation student		
<p>Here you can type free text to explain why you want the exemption and you can refer to documents that prove you are entitled to that exemption. Also, refer to course descriptions and course content as much as possible to speed up the exemption request procedure. Hand in these documents by e-mail to the board of examiners. (boardofexaminers@stat.leidenuniv.nl)</p>		
<hr/>		
<input type="button" value="SAVE"/>	<input type="button" value="SUBMIT"/>	<input type="button" value="PRINT"/>

If you need to hand in documents/transcripts : please mail them to:
boardofexaminers@stat.leidenuniv.nl