

EXPLANATION CONTRACT STUDENT REGISTRATION FORM ACADEMIC YEAR 2011/2012

1 Contract Student: definition, types of enrolment and fees

Contract Student:

Student who takes one or more subjects from the regular education programme of Wageningen University but who is not enrolled for a complete study programme. One can register as a Contract Student for the subjects as mentioned in the Study Handbook 2011/2012. Permission is required from the Wageningen University Examination Committee for registration in the work forms 'Internship', 'Thesis' and 'Academic Master Cluster'.

For registration as a Contract Student a fee is charged which is based on the number of ECTS credit points per subject. All fees must be paid before registration. The required amount can be transferred to bank account no. 39.70.26.080 of Wageningen University, Wageningen. Please mention your name, date of birth and subject code(s) and name(s). It is also possible to pay by debit card (pin) at the Student Service Centre (SSC) Desk. You can request an invoice through www.ssc.wur.nl/uk 'questions and answers'.

Within 'Contract Student' a distinction is made between:		Fees
'Contractant'	Student who takes one or more subjects from the regular education programme and is allowed to take the interim examination in the subject(s).	€ 75 per ECTS credit point for WU alumni (Ir, MSc, or PhD) and "picnick PhD students" who are employed at Wageningen UR or € 175 per ECTS credit point for others
Auditor	Student who takes one or more subjects from the regular education programme without being allowed to take the interim examination in the subject(s).	€ 46 per ECTS credit point for WU alumni (Ir, MSc, or PhD) and "picnick PhD students" who are employed at Wageningen UR or € 120 per ECTS credit point for others

PLEASE NOTE: CONTRACT STUDENTS ARE **NOT** AUTOMATICALLY REGISTERED FOR SUBJECTS.

ONCE REGISTERED AS A CONTRACT STUDENT YOU WILL HAVE TO REGISTER FOR THE REQUIRED SUBJECT(S) ON [HTTPS://CSA.WUR.NL/AIR210/STUDENT/](https://CSA.WUR.NL/AIR210/STUDENT/)

2 Completing the Contract Student Registration Form 2011/2012

2.1 Introduction

- All students must sign the form.
- In the sections where you are asked to tick a box, please do this as follows:

2.2 Sections

01	Registration Number WU: If you are registering for the first time at WU, do not enter anything here! This is because you will be given a WU registration number only after you have submitted the form and it has been processed by the SSC.
02	Date of Birth: Enter your date of birth in the correct fields. First fill in the year, then the month and finally the day of your birth. Example: If your date of birth is 1 June 1981, enter this on the form as 1981 06 01.
03	Gender: Tick the appropriate box. M (male) or F (female).
04	BSN (Citizens Services No.) please enter your BSN no. here if you have one. This number is available from the Municipality. The University is required by law to ask for this number. If not available, please leave open.

004-015: Personal Data and Study Address in the Netherlands

05	Family Name and Initials: Fill in your official full family name as used in your passport; then enter the initials of your first names (if possible). If your family name is preceded by a preposition, article or other prefix, then you must enter this prefix after the initials for your first name or names. Example: Vlamincck J.P. de
06	Official First Name(s): Enter all your first and middle names; write them out in full.
07	(Commonly Used) First Name: Enter the name you prefer to be called.
08	Street Name and House Number: Enter the street name and house number of <u>your study address in the Netherlands</u> . This is the address of the place you are living during your study at WU. Use Roman numerals after the house number to indicate information such as "second floor." Example: Dorpsstraat 280-II. House numbers with composite numbers must be clearly separated from each other. Example: Dijkgraaf 4-16-c If your study address is not yet known, then enter your temporary address in the Netherlands. As soon as you have a definite study address, please <u>send your new address</u> to the Student Service Centre Office (SSC) by filling in a change of address form at the student desk in FORUM. You can also submit a change of address form on the Internet. Go to the site of the SSC at http://SSC.wau.nl , log in with your registration number and password, and click on the "address" link. If you change your address during the academic year, please inform SSC of your new address.
09	Postal Code and Place of Residence: Enter the postal code and place of residence of your study address in the Netherlands.
10	(mobile) Telephone No.: your telephone number
11	E-mail Address (private): Enter your private e-mail address, not your e-mail address from Wageningen UR that you are assigned as a student. If you do not have a private e-mail address, then draw a line here.
12	WUR E-mail Address: If you are a first-year student, do not enter anything here! You will be given an e-mail address from Wageningen UR after you have registered at the University. If you have a WUR e-mail address please enter this here.
13	Country of Birth: Enter the name of your country of birth here.
14	Nationality: Enter your nationality in full. If you have double nationality, EU nationality takes precedence.

015-018 Home Address (address information of your family)

15	Street Name and House Number: Fill in the street name and house number of the address of your family (spouse, parents or guardian). See section 05.
16	Postal Code, City and Country: Enter the postal code, the city and the country of your home address.
17	Telephone No.: Fill in the regular telephone number (not a mobile phone/cell phone) of your home address.
18	Email address: if available

21-23: Data related to Study Programme

19	Type of Registration at WU: Tick the correct box to indicate how you choose to register at Wageningen University as a contract student for the 2007/2008 academic year. <i>For the definition of the various types of contract student: see chapter 1 of this leaflet.</i> Tick the box 'Contractant' if you choose to register for a subject including the right to do an interim examination. Tick the box 'Auditor' if you choose to register for a subject without doing an interim examination.
19A	Tick "yes" if you have a Ir., MSc or PhD degree of Wageningen University or if you are a so called "picknick PhD" student and work at Wageningen UR.
20	Subject(s): Enter on the dotted line the code and the name of the subject(s) you want to follow plus the number of ECTS credit points of the course(s). Approval from the subject lecturer is also required. The lecturer's signature can be placed here.

Section 24-29: Name and Address of Home University/Institute/Company

21	Name of Organisation: Enter the name of the organisation in your home country where you study(ied) or work(ed).
22	Department: Enter the name of the organisation's department where you study(ied)/work(ed).
23	Name of Contact Person: Enter the name of the individual at your university, institute or company to be contacted.
24	Telephone No.: Enter the telephone number of the person to be contacted.
25	Postal Address: Enter the full postal address of the organization/person within your home organisation to be contacted (street, house number, postal code, city, state or province, country).
26	E-mail Address: Enter the e-mail address of the contact person, if available.

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➤ Make sure you sign and date the form!!

Please submit the following:
Contract Student Registration Form 2011-2012
Copy of your passport

Picknick PhD students: proof that you have been admitted to a PhD programme and work at Wageningen UR

To: Student Service Centre, FORUM, Droevendaalsesteeg 2, 6708 PB Wageningen
Student Desk open: Monday to Thursday 09.00 to 16.00 hrs; Friday 09.00 to 13.00 hrs