Registrar Services

Application for Extension of Undergraduate Studies

If you are not able to finish your undergraduate studies at Constructor University within the regular period of studies (student contract), you have the option of applying for an extension.

To do so, please submit the following documents:

1. Completed Form "**Application for Extension of Undergraduate Studies**"
2. **A detailed study plan** showing how you are planning to make up for the missing graduation requirements in the additional semester(s). For guidance in this regard, please contact Academic Advising Services.

For extension of studies applications exceeding two extension semesters:

3. **A personal statement** explaining why you were unable to finish the undergraduate degree within six semesters. If applicable, you will have to bring proof (e.g., in cases of illness, personal emergencies, etc.)

Deadlines: The application must be handed in to Registrar Services by no later than **July 1st** for the following **Fall Semester** and by no later than **December 1st** for the following **Spring Semester.** Only complete applications will be accepted.

Important: Please note that in case of an SFS (financial) hold on the CampusNet account, the hold needs to be solved before the application can be processed. If the SFS hold is not solved until the payment deadline, the application can only be considered for the next application round.

No financial aid (scholarship, grant, tuition deferral) will be available for an extension of studies. Tuition fees for an extension of studies are based on paragraph 5.6 of your student contract or can be found on the following website:https://constructor.university/student-life/student-services/academic-advising-services/extension-studies/extension-studies-tuition

Constructor University reserves the right to not approve your application for an extension. In this case you may submit an application to appeal the decision. Please refer to the website of Registrar Services for further details.

Personal Information	
Matriculation N°	
Family Name , First name	
Major(s)/ Minor	
Academic Advisor	

Student's Signature	
I hereby request an extension of my undergraduate studies at Constructor University. I have **enclosed all necessary documents** (**study plan** and **personal statement**, medical documents - if applicable). I am aware of the conditions and fees for extensions.	
7th semester ☐ semester ☐ 8th semester ☐ 9th semester ☐ 10th	
City, Date	Signature

Enclosures:

- study plan
- personal statement (only if applicable)