

APPLICATION FOR DEGREE CERTIFICATE

	Personal identity (ID) number
Surname	Forename
Street address	Postcode, district
Telephone (daytime)	Email

*Degree certificates from University West are issued in two languages; this means that the degree certificate is printed in Swedish, with an English translation.
The turnaround time for degree certificates is four to six weeks from when the documents are completed.*

**I apply for the following
first-cycle qualification:**

- Higher Education Diploma (120 credits)
- Degree of Bachelor of Science in Business and Economics (180 credits)
- Degree of Bachelor of Arts/Social Science/Science (180 credits)
- Degree of Bachelor of Science (180 credits)
- Degree of Bachelor Science in Engineering (180 credits)
- Degree of Bachelor of Science in Nursing (180 credits)

**I apply for the following
second-cycle qualification:**

- Degree of Master of Arts/Social Science/Science (60 credits)
- Degree of Master of Arts/Social Science/Science (120 credits)
- Degree of Master of Science (60 credits)
- Degree of Master of Science (120 credits)
- Postgraduate Diploma in Specialist Nursing (60/75 credits)

State main field of study or specialization: _____

Documents that must always be attached:

- Population registration certificate less than three months old (www.skatteverket.se - select Studies)
- Certificates of enrolment can be ordered from www.hv.se / Student Portal / Studies / Standard Forms / Certificates

Cross out courses that should not be included in the degree.

If you were studying on a Co-op (Cooperative Education) course or study programme - check that the company name (companies' names) and also the date of the periods are correct.

Documents to be attached, if required:

- Copy of a decision concerning credit transfer for course - if the credit transfer is not shown on the certificate of enrolment
- Certificate of enrolment and course syllabus - if you have courses from another higher education institution that are to be included in the higher education qualification
- Copy of Degree of Bachelor of Arts/professional qualification (180 credits) (if this was issued by another higher education institution) - when you are applying for a Degree of Master of Arts (60 or 120 credits)
- Copy of nurse registration - when you are applying for Postgraduate Diploma in Specialist Nursing
- Print-out of your application from antagning.nu - if you have applied for a course or study programme that requires a first-cycle degree certificate

Additional information:

- I have completed an Erasmus placement

Lists of names of students who have applied for the award of their qualification will be sent monthly to a number of local newspapers in the surrounding University West region.

Please insert a cross if you would like to be included in this list:

- Yes, I would like to be included in the list



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PLEASE NOTE: Contact the education officer at the department for correction before submitting the application if there are no learning outcomes or if the title of thesis is incorrect or if there are other errors on the certificate. It is not possible to make corrections to a degree certificate after it has been awarded.

A degree certificate is a document of value, and an original can only be issued once. The degree certificate will be sent by registered mail to the address given. The letter must be collected from Posten's service point within two weeks, after which the letter will be returned to the university. Further information about qualifications is available at www.hv.se/Examen.

I certify that the attached document is complete and correct:

Signature of applicant

Date

Please send/submit the application to: University West, Higher Education Qualifications,
SE-461 86 Trollhättan, Sweden