



Application for Course Certificate

A Course Certificate is an official certificate for one or more finished courses.

Applicant's personal information (* = mandatory)

*Send form by email to
examen@his.se*

Civic Reg. No/Student ID No * (yymmdd-xxxx)	
Given name *	Surname (family name) *
Address *	
Zip Code *	City, Country*
Telephone number *	E-mail *

Courses listed below:

Course Code	Course Name	Credits

Additional information

- Only completed courses can be included.

Decision

After an approved application, the Course Certificate will be sent by mail.

An application refusal, notified in writing, may be appealed.

Appeal

You may appeal this decision to the Higher Education Appeals Board. The appeal must be in written form. In the appeal you should state the decision that you want to appeal, how you want it to be changed and your reasons for this. The appeal should be addressed to the Higher Education Appeals Board, but sent to the University of Skövde, Box 408, 541 28 Skövde. The appeal must be submitted to the University of Skövde within three weeks after you received the decision.

For Official Use Only

Sänt datum _____	Signatur _____	Annan åtgärd
------------------	----------------	--------------