



## Application for Degree Certificate

### Applicant's personal information (\* = mandatory)

Send form by email to  
[examen@his.se](mailto:examen@his.se)

Student Id. No.* (yymmdd-xxxx)	
Given Name*	Family Name*
Address*	
Postal Code*	City, Country *
Telephone-/Mobile*	E-mail*

### Note! Degrees are of pre-specified extent. Additional information on page 2.

General Qualifications		
<input type="checkbox"/> Higher Education Diploma 120 hp <input type="checkbox"/> Degree of Bachelor of Science 180 hp <input type="checkbox"/> Degree of Bachelor of Arts 180 hp <input type="checkbox"/> Degree of Bachelor of Science in Business and Economics 180 hp <input type="checkbox"/> Degree of Master of Science (One Year) 60 hp <input type="checkbox"/> Degree of Master of Arts (One Year) 60 hp <input type="checkbox"/> Degree of Master of Science (Two Years) 120 hp		
Field of study: _____		
Courses from other Universities to be included in the Degree Certificate	Hp	University
1		
2		
3		
4		
5		

### Signature of applicant

<input type="checkbox"/> I would like to collect the Degree Certificate at Student Affairs Office <input type="checkbox"/> I would like to receive the Degree Certificate at the address above	
Date *	Signature <i>Signature is not required when sent in by email.</i>

Message to the Degree Evaluations Officer

**Information**

If your studies include more credits than required for the Degree, please use the message area above to notify us which courses you wish to exclude from the Degree.

The Degree Certificate will be issued in the name on file with the University systems.

If you have any questions about the Degree or the issuing process, please contact the Degree Evaluations Office at [examen@his.se](mailto:examen@his.se)

**Additional information**

- Only completed courses can be included.
- Courses cannot have similar content.
- The application process will start once the application is complete. The University of Skövde strives to issue Degree Certificates within two months.
- The Degree Certificate must be picked up personally and identification is required.

The degree certificate is in Swedish with English translations.

**Decision**

After an approved application, the Degree Certificate will be sent by post or be available for pick-up at the Student Affairs Office.

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

**For official use only**

Examenskod	Huvudområde	<input type="checkbox"/> Utfärdat/Rapporterat	<input type="checkbox"/> Skickat _____
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