



Application for the later part of a study programme one/two year programmes

Applicants personal information (* = mandatory)

Send form by email to
antagning@his.se

Personal ID-no* (yymmdd-xxxx)	
Given name*	Sur name*
Address*	
Postal code *	City *
Telephone-/mobile phone number	E-mail address

I want to apply to the following study programme from the following semester

(more information can be found on page 2)

<input type="checkbox"/> Study programme starting from the autumn semester _____ / starting from the spring semester _____	
I apply to the following programme I want to start semester number _____ of the programme (at the earliest, you can apply to the second semester)	I have previously studied (state the programme and where you have studied it) I have studied _____ number of semesters I have passed _____ credits

Signature of applicant

Date *	Signature <i>Send form by email to antagning@his.se</i>
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Decision/Beslut

<input type="checkbox"/> The application for admission is approved/Ansökan om antagning medges	
<input type="checkbox"/> The application for admission is rejected with reference to the statement on the second page of this form/Ansökan om antagning till sökt program avslås med hänvisning till institutionens yttrande	
<input type="checkbox"/> The application for admission is approved on the following condition/Ansökan om antagning till sökt program medges på följande villkor	
<input type="checkbox"/> _____	
Date _____	
Signature _____	
Clarification of signature _____	
Copy sent to <input type="checkbox"/> Applicant <input type="checkbox"/> Institution	Registered in Ladok Date _____ Sign _____

Statement from the institution on the next side

Statement

The statement must be based on an assessment of the applicant's chances to successfully complete the programme that the application concerns. If admission is possible only if certain conditions are met, these conditions must be stated below. The statement is to be returned to the admissions office, along with the attached documents.

- Admission is rejected (the motivation is stated below)
- Admission is granted without reservations
- Admission is granted provided that (see below)

The applicant is to be placed in semester number _____ from _____

Date	Clarification of name	Position

Information

Admission to the later part of a programme is only possible if there is a free place on the programme. Submitted applications that are incomplete are usually left unattended.

- Please fill in from which semester you would like to start the programme. Applications for the autumn semester must be submitted on June 1 at the latest, and applications for the spring semester on November 15 at the latest.
- Fill in what programme you want to apply to and from which semester you would like to start (from the second semester at the earliest).
- Fill in what programme you have already studied and how many semesters you have completed on this programme.

- Attach your upper secondary school grades.
- Attach a transcript of records from your previous university studies. If you are studying when you fill out the application, you must also attach a certificate of registration.
- Attach syllabuses (course plans) from the university courses that you have previously studied (not necessary if these studies have taken place at the University of Skövde).

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Decision

We will notify our decision by email.

Appeal

If your application for the later part of a study programme is rejected because you do not fulfill the entry requirements 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.

If your application is rejected because there are no vacancies on the study programme in question, this decision cannot be appealed.