

APPLICATION FOR DEGREE CERTIFICATE

at first and second cycle higher education

Read the instructions while filling out the application form.

Applicant		
First name	Surname	Birth date (YYMMDD)
Address	Postal code	City (state/country)
Phone number	E-mail	

General Qualifications

- Higher Education Diploma in Computer Science, 120 credits
- Higher Education Diploma in Operating Technology, 120 credits
- Degree of Bachelor, 180 credits in: _____ Specialization in: _____
- Degree of Bachelor of Science in Business and Economics, 180 credits
- Degree of Master, 60 credits in: _____ Specialization in: _____
- Degree of Master of Science (60 credits) in Business and Economics
- Degree of Master, 120 credits in: _____ Specialization in: _____

Professional Qualifications

- Degree of Bachelor of Science in Nursing, 180 credits
- Degree of Bachelor of Science in Physiotherapy, 180 credits
- Postgraduate Diploma in Midwifery, 90 credits
- Degree of Bachelor of Science in Social Work, 210 credits
- Postgraduate Diploma in Specialist Nursing, 60 or 75 credits: _____
- Degree of Bachelor of Science in Engineering 180 credits: _____
- Degree of Master of Science in Engineering, 300 credits: _____

Courses **not** included in the degree certificate

If you have more credits than needed for the degree, **state below the courses that are not to be included in the degree certificate.**

Message to the executive officers

Signature

City and Date

Signature

Instructions

Make sure that all courses needed are completed and reported. Only completed courses at the level of higher education can be included in the Degree Certificate. If there is something missing, contact the Student Centre. Please note that your application cannot be processed unless you provide the necessary documents. More information is available at www.mdu.se.

Fill out your name and contact information thoroughly. Write your name and address in block letters and make sure you write care of address (c/o) if any. Unclear or missing information can make it difficult or impossible to get in contact with you if needed.

Make sure your application is complete. If you enclose photocopies you must be able to show the original document if we ask for it. If you have a course studied at another university and you want to include it in your degree, we may ask for a course syllabus.

To be attached to the application

- ✓ **A photocopy of your previous university degree**, including transcript, if you're applying for a Master's degree.
- ✓ **A photocopy of decision of transferred credits**, and a copy of the transcript from where the credits been transferred from.

Where to send the application

Contact

Mälardalen University

Division of Admissions and Degrees - Degrees

P.O. Box 325

SE-631 05 Eskilstuna, SWEDEN

Phone: +46(0)16 - 15 32 20

E-mail: examen@mdu.se

Web: www.mdu.se

Visiting address: Hamngatan 15, Eskilstuna

ABOUT THE POSSIBILITY TO APPEAL

Decisions concerning rejecting a request for a degree certificate can be appealed. To be assessed the appeal must reach Mälardalen University at the latest three weeks after the day you received the decision. In the written appeal you should state your name, address, phone number and e-mail address.

In the appeal you need to specify the decision you want to appeal, the change you request and your reasons for changing the decision.

The appeal should be addressed to The Higher Education Appeals Board but sent to the following address:
registrator@mdh.se

or

Mälardalen University
Registrator
BOX 883
721 23 VÄSTERÅS
SWEDEN