



### DEGREE APPLICATION

Surname (family name)	First name	Personal identity number
Address	Postal code	City (state/country)
Telephone number home	Work- or mobile phone	E-mail (Please print clearly)

**The application is intended towards**

- Higher Education Diploma
- Bachelor of Arts/Science
- Master of Arts/Science (60 Credits)
- Master of Arts/Science (120 Credits)

Main Field of Study/Specialization: .....

<b>Information I wish to share with the Graduation Office:</b>
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**Information to the Graduation Office**

- I would like the name of my educational programme to be stated in the degree certificate (Valid only for programme students and if instructions are available in the educational plan)
- I have done Erasmus Traineeship as part of my education and would like to have this mentioned in the Diploma Supplement

**The following documentation MUST be included in the application**

- Personal record extract from the Tax Agency ([www.skatteverket.se](http://www.skatteverket.se)) if you have a Swedish personal id number, otherwise a certified copy of your passport showing full name and date-of-birth
- Receipt for Student Union Fees. Only necessary for semesters during the period of 1 January 2005 until 1 August 2010. Please contact [info@dalastudent.se](mailto:info@dalastudent.se)
- Transcript showing courses that should be included in degree. Mark courses you want included in the degree. For courses studied in Sweden, enter [www.du.se](http://www.du.se), log in on "My pages" and print an Official National Transcript of Records, or contact the university for an official transcript

**The following documentation may need to be included in the application**

- Attested copy of previously obtained university level degree, including official transcript
- If decision regarding inclusion of credits awarded elsewhere has been made, copy of decision must be included

**I have marked which degree I apply for and enclosed the appropriate documentation:**

Date	Signature
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**Post address**  
Högskolan Dalarna  
Examen  
SE-791 88 Falun  
SWEDEN

**Visiting address**  
Huvudentrén  
Högskolegatan 2  
Falun  
GPS-coordinates: 60.29220, 15.24600

**Other**  
Tel: + 46 23 77 80 00  
Fax: + 46 23 77 80 80  
E-mail: [examen@du.se](mailto:examen@du.se)  
Internet: [www.du.se/examen](http://www.du.se/examen)

## Instructions:

- You apply for a degree at the university where you complete your education.
- Only entirely completed courses may be included in the degree. Please check your results in the database (Ladok) before applying.
- In certain cases, courses that have not been completed by the student can be applied towards a degree. However, the module(s) must be graded, clearly definable and have independent goals.

*The System of Qualifications at Högskolan Dalarna*

can be found on:

[du.se/en/policy-documents/](https://du.se/en/policy-documents/)