



## APPLICATION to complete a programme

National Insurance Number / Social Security Number	Surname, First Names
Street Address	Telephone (incl. dialling code)
Post code, City	Mobile phone
Address valid from – to (date)	E-mail

### I am hereby applying to be enrolled in:

Programme (courses/modules of programme)	Year	Term: autumn / spring
Major / Specialization (if applicable)		

### Prerequisites:

1. that a study place is available
2. that basic and specific admission requirements are met
3. that your academic record corresponds to the earlier modules of the programme offered at University West

### Curriculum Vitae

### Attachment nr

Date, Signature	

### Please send your application to: Högskolan Väst, Antagning, 461 86 Trollhättan

Your application should include the following:

1. Documents verifying that you meet general and (if applicable) specific entry requirements for the programme, such as: official transcript of grades from upper secondary school, and/or adult education at upper secondary level
2. Documents, syllabi and transcripts verifying your academic record, which corresponds to the earlier courses/modules of the programme offered at University West
3. Sweden has application- and tuition fees for students who are not citizens of the EU or EES countries or Switzerland. To verify your citizenship, please submit an attested copy of an ID that shows your citizenship, such as your passport. If you have a residence permit, please send an attested copy of that documentation as well.

**Note: If you are offered a seat you will be contacted by e-mail.**

An admission decision is only valid when the information given is correct. Copies of grade transcripts should be certified. (NB! **Never submit original transcripts**). You may have to show original transcripts etc upon request. False information may lead to prosecution and a revoked admission decision.

When we try your eligibility, we use this information you provided. Information given in this application, as well as information concerning possible future studies, will be registered in the national study documentation system (Ladok).

Read more about how we handle personal data and what rights you have at this webpage:

<https://www.hv.se/en/om-webbplatsen/general-data-protection-regulation-gdpr/>

Your personal data that is public in the system can be requested by anyone in accordance with the Public Access to Information and Secrecy Act.

Should you have any questions concerning admission, please send an e-mail to [servicecenter@hv.se](mailto:servicecenter@hv.se)

**To be completed by the department**

- Academic credits correspond to the earlier/modules of the programme
- Academic credits do not correspond to the earlier courses/modules of the programme

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Explanatory statement

- There are places available  There are no places available
- It is my judgement that the applicant can be admitted to the programme and can participate together with the other students that were accepted

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Year of matriculation = the student will study together with other student that were admitted that term.

Programme code Major/Specialization code

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Term of matriculation

(Term of matriculation = term that the student will begin his or her studies)

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Head of department section's (or equivalent) signature

**To be completed by the Admissions office**

- Basic and any special entry requirements *have been met*
- Basic and any special entry requirements *have not been met*
- The applicant has been admitted. Administrator.....has been informed.
- The applicant has not been admitted.
- A change in major/specialization is possible. Administrator.....has been informed  
A change in major/specialization is not possible.

.....  
Admissions administrator's signature