



Höskolan Kristianstad
291 88 Kristianstad
044-20 30 00
www.hkr.se

Application for Diploma/Degree Certificate

1) Read this first!

All students who fulfill the requirements for a degree have the right to apply for a degree certificate. Note that all courses that are to be included in your degree must be completed and have a final grade before you apply. Check your results at www.student.hkr.se or with the administrator at your department.

2) I apply for the following diploma/degree:

- ☐ Higher Education Diploma. Specialization* _____
- ☐ Bachelor of... Major subject* _____
- ☐ Master of ... Major subject* _____ (only the old system)
- ☐ Master of(60 credits)**: Main Field of Study* _____ (only the new system)
- ☐ Master of(120 credits)**: Main Field of Study* _____ (only the new system)
- ☐ Other diplomas*** _____

*) To find out what majors/specializations that are possible at Kristianstad University College, see www.hkr.se/examen.

**) This Master's degree requires that you already have a degree of at least 120 credit points or an equivalent foreign degree. When you apply you must enclose a copy of this degree (all pages) otherwise your Master's degree can not be issued

***) For other diplomas/Degree certificate than those listed write the degree.

3) If you would like to include courses from other Universities you have to send the application via mail to us and enclose documents as stated below.

- Official transcript of records in both Swedish and English from other Swedish universities (since our degree certificates are written in both languages).
- Official transcript of records in English from foreign universities and/or translations made into Swedish or English by an authorised translator.
- "Birth Certificate" (Registerutdrag) from The Swedish National Tax Board (Skatteverket) if you have changed your name or got a Swedish "personnummer" (Civic registration number)
- Other documents _____

4) Fill in as follows: (State the address where the certificate shall be sent to and an e-mail address).

Name & Last name: _____ Civic Registration number _____
Street: _____ E-mail: _____
Postal code & City/Town/Village: _____ Telephone: _____
County: _____

Send your application by e-mail or regular post:

Mail: examen@hkr.se

Regular post: Höskolan Kristianstad, Examen, 291 88 Kristianstad.

University notes

Reg.no:	Notes
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Brief information

Prepare your application

Check the following before you apply:

- Make sure that all courses you wish to include in the degree have a final grade (NB that parts of a course – in Swedish “delkurs” or “delmoment” - may not be included in a degree). An oral statement by the examiner is not enough, your results must be reported into the student database LADOK before you apply.
- Check that all grades and the title of your degree project/dissertation is correct. If anything is wrong, contact your department and make sure that they correct it before you apply.
- Make sure that you have paid your student union fee for all semesters you have studied in Kristianstad. If you have any questions about this, please contact the Student Union.
- Make sure that all official transcripts/documents you wish to invoke are enclosed your application.

NB. Issued degree certificates will not be revised unless the University has made a mistake – it is therefore essential that you verify all data in the student database LADOK before you apply.

More!

- If you have studied at more than one Swedish university you should apply for a degree certificate at the university where you last completed a course to be included in the degree certificate in question (unless that University has the right to issue that particular degree certificate).
- All courses that are to be included in the degree must be completed and must not have overlapping content with other courses included in the degree.
- The same credit points can be used in more than one degree certificate.
- If you wish to include courses from other universities you may be asked to enclose the course syllabus and the list of literature.
- A rejected application for a degree certificate can be appealed to the Appeal Board for Higher Education. Instructions about the appeal will be enclosed if your application is rejected.

For more information and links about degrees, major subjects, specializations, etc, please take a look at www.hkr.se/examen or contact us by calling 044-20 30 00 (operator) or e-mail examen@hkr.se

You are also more than welcome to visit us at Campus, house 4, first floor. Welcome!