

## Application cover sheet – Applicants residing in Norway

**Deadline for upload:** **15 April** for application for the autumn term

**1 November** for application for the spring term

### How to upload documents

- Scan your documents. This can be done on copiers at your institution, workplace or at a copy place.
- Save the documents, making them available for upload when you apply to *Søknadsweb*.
- The documents have to be saved as PDF files.
- Give every document a title which identifies you as the applicant and which describes the content of the document, eg *Joe\_Bloggs\_transcript.pdf*

### 1. Personal information

Name	
Nationality	

### 2. Documentation

Please tick the checkbox for documents you upload

Document	Explanation	Check
<b>Cover sheet</b> <i>Your_name_coversheet.pdf</i>	Fill in the cover sheet, save as a PDF file and upload the cover sheet in <i>Søknadsweb</i> along with the other documents	
<b>Transcript</b> <i>Your_name_transcript.pdf</i>	An official statement of your Bachelor's results, listing courses/subjects you have completed at your university, including credits and grades. <b>Must be uploaded.</b> Without transcript we cannot consider your application.	
<b>Diploma</b> <i>Your_name_diploma.pdf</i>	<b>University degree certificate / diploma</b> , all pages, included description of credit system, work load and grading scale	
<b>Translations</b> <i>Your_name_translation.pdf</i>	If the original language of your documents is not English or a Scandinavian language, officially certified copies of the translation must be uploaded alongside the original documents	
<b>Syllabus</b> <i>Your_name_syllabus.pdf</i>	Programme description, syllabus, reading lists or curriculum of your bachelor's degree programme from a non-Norwegian institution	
<b>Engelskbevis</b> <i>Your_name_English.pdf</i>	Applicants with a Bachelor's degree from a non-Norwegian institution must document their English Language proficiency (see webpage <a href="#">English Language Requirements</a> )	
<b>NOKUT letter</b> <i>Your_name_NOKUT.pdf</i>	Do you have a recognition letter from <b>NOKUT</b> ? It's not compulsory, but we would ask you to upload the letter along with your documents.	

### 3. Scheduled exams the current semester (for finishing the bachelor's degree)

Subject code	Subject title	Credits
Subject code	Subject title	Credits
Subject code	Subject title	Credits
Subject code	Subject title	Credits
Institution		