

Please, send application to:

Examensfunktioner  
Högskolan i Gävle  
801 76 Gävle



For official use only

## Application for Degree Certificate – Other Professional Qualification

### APPLICANT

Surname	Personal Identity Number/Temporary Identity Number/Student Number
First Name	E-mail Address

### INFORMATION

First name, surname and number in the degree certificate are transferred from Ladok at the time of issue, and will not be changed in any already issued degree certificate. **Before the application is submitted, check that all the personal information is correct in Ladok.** Contact [ladoksupport@hig.se](mailto:ladoksupport@hig.se) for any correction, before submitting the application for degree certificate.

Only courses with a final grade, i.e. finished courses in Ladok, may be included in the degree certificate. **Do not apply for degree certificate until you have verified that all the courses that you intend to include in the degree certificate have been reported as finished courses in Ladok.** Contact the faculty in question for any measures, before submitting the application for degree certificate.

The application must be complete in order to be processed. For an application to be complete, the following requirements must be met.

- The applicant must specify the unfinished course(s) which should be excluded from the degree certificate.
- The applicant must specify the finished course(s) which should be excluded from the degree certificate.
- In case the total number of credits achieved exceeds the total number of credits accepted for the intended degree, the applicant must specify the course(s) which should be excluded from the degree certificate.
- The applicant must state course(s) from other universities which should be included in the degree certificate.

The issued degree certificate is sent to the applicant according to the address information in Ladok.

### OTHER PROFESSIONAL QUALIFICATION – TITLE OF QUALIFICATION AND SPECIALIZATION

#### Other Professional Qualification

Qualification/Degree: .....

Specialization: .....

### UNIVERSITY OF GÄVLE COURSES TO BE EXCLUDED FROM THE DEGREE CERTIFICATE

### ANY INFORMATION TO ADMINISTRATIVE OFFICIAL