**Application for Degree Certificate**

|  |
| --- |
| **Read this first!**Before you hand in your application, make sure that following is correct:* That your given name, family name and personal identity number is correct in Ladok.
* That you have a final grade in ladok on all courses that you want to include in the degree certificate.
* That the thesis title is correct in Diva.

**Following documents should be attached to the application:**- A copy of your Bachelor’s degree and official (if you are applying for a Master’s degree).- Official transcript of records from your home university. **Note!** Swedish Degrees **do not** show or provide any GPA/CGPA, overall grades or overall percentage. The degree certificate will be issued within **10-40** **workdays** from the day that the application is **complete** |

|  |  |  |
| --- | --- | --- |
| Civic reg.number:     -     | Given name: |       |
| Family name |       |
| E-mail:  |       |
| **First cycle qualifications**[ ]  Higher Education Diploma, 120 credits[ ]  Bachelor of Arts, 180 credits[ ]  Bachelor of Engineering, 180 credit [ ]  Bachelor of Science, 180 credits | **Second cycle qualifications**[ ]  Master of Science in Business and Economics, 60 credits[ ]  Master of Science, 60 credits[ ]  Master of Science, 120 credits |
| **Third cycle qualifications**[ ]  Licentiate, 120 credits[ ]  Doctor, 240 credits |
| **Main field of study:**      Specialization (if any)       |
| **Course(s) you want to exclude, write the course code here:**      |
| **Other information:**      |

**Sending information (Sent by ordinary postal service – no tracking number)**

|  |  |
| --- | --- |
| Name |       |
| c/o |       |
| Street |       |
| Postal code |       |
| City |       |
| Country |       | Phone no:       |
| ***Internal notes for BTH*** |
| **Handläggare: AFR** [ ]  **PUR** [ ]  | **Avdelningen för Utbildningsstöd, Examen** |
| **Telefon** +46 (0)455 – 38 50 00 | **REK** [ ]  | **EMS** [ ]  | **Express** [ ]  |

**Send the application with attached files to** **examen@bth.se**