**Application for Degree Certificate**

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| **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. * 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 (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 **40** **workdays** from the day that the application is **complete** |
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| 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:** | | | |

**The address below is to where we will send the Degree Certificate**

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| Name |  | | | Pick up at the reception[[1]](#footnote-1) | |
| 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**](mailto:examen@bth.se)

1. Tick this box if you want to pick up your degree at the reception. You will be notified by e-mail when the Degree Certificate is issued.   
    [↑](#footnote-ref-1)