



APPLICATION FORM FOR OFFICIAL TRANSCRIPT OF RECORDS

This form is NOT valid for programmes at the Faculty of Engineering (LTH), the Faculty of Medicine, the Faculty of Law or the Malmö Faculty of Fine and Performing Arts.

Further instructions and information on page 2.

	Personal identity number
Family name	Given name
Street address	Postcode, area and country
Telephone number	
Email address	

Please specify the degree you would like translated:

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Send your application to:

Degree Office
Lund University
Box 117
SE-221 00 LUND
Sweden

Attach your receipt here
(see instructions on page 2).

Signature

Date	Your signature
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Degree Office's notes

Utfärdat	Expedierat	Avslag	Sign
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INSTRUCTIONS AND INFORMATION

The application form for an official transcript of records is used for ordering translations of degrees awarded by Lund University.

The price of the translation is SEK 250 (taxes included). The fee is to be paid in advance to account number 1 56 50-5, Lund University. Please write your name, personal identity number and reference 809910-30000 on your payment.

If you are paying from a country outside Sweden but within the EU, please write this IBAN number on your payment: SE55 5000 0000 0543 9103 1116 and also BIC/SWIFT code: ESSESESS.

Address:

SE-Banken

SE-106 40 Stockholm

Sweden

Account holder: Lund University, PO Box 117, SE 221 00 Lund, Sweden

If you are paying from from a country that does not belong to the EU, please use this account: 5439-10 311 16.

BIC/SWIFT-code: ESSESESS

You can receive an official transcript of records in English from Ladok free of charge.

Documents that should accompany the application when it is for an undergraduate degree:

1. A copy of your Swedish degree certificate if you have already received your degree.
2. An official transcript of records in English from Ladok if your degree includes courses from a university other than Lund University.
3. Receipt for the payment fee (see above).

Documents that should accompany the application when it is for a postgraduate degree:

1. A copy of your Swedish degree certificate if you have already received your degree.
2. The title of your dissertation in English.

The translation is free of charge for postgraduate degrees issued before 1 July 2007.

It normally takes 6 weeks to process an application for an official transcript.

Incomplete information may increase the time it takes to process your application.

Message to the Degree Office: