



**LUNDS**  
UNIVERSITET

## APPLICATION FORM FOR FIRST AND SECOND CYCLE

This form is not valid for programmes at the Faculty of Engineering (LTH), the Faculty of Medicine or the Faculty of Law.

**Further instructions and information on page 2.**

See also <http://www.lu.se/examensavdelningen>

	Personal identity number
Family name	Given name
Telephone number	Email address
Street address (to which your diploma will be sent)	
Postcode, area and country	

### Instructions and information

Apply for your degree to the university where you completed your studies.

**Please use one application form for each degree** if you are applying for more than one degree at the same time.

**Only whole completed courses may be included in a degree.**

Degrees are issued **both in Swedish and in English** in the same document. For a translation of an issued degree in English only, please use the special *Application Form for Official Transcript of Records*.

### Documents that must be submitted with the application

A list of courses or a copy of a transcript on which the courses to be included in the degree are clearly marked. This is not necessary if you wish to include all the courses you have studied in Lund.

### Documents that should be submitted with the application where necessary

Original copy of official transcript for education completed abroad, if this are missing in Ladok.

Other written decisions that may be of importance for your degree.

If you have a new personal identity number or you have changed your name, please enclose an extract from the population register or a copy of your passport (for extract from the population register please see [www.skatteverket.se](http://www.skatteverket.se)).

Degree Office's notes

Kandidat ok	Utfärdat	Expedierat	Avslag	Annan åtgärd	Signatur
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**Please mark the degree for which you are applying:**

**First cycle degree**

- Bachelor (180 credits)  
 Bachelor of Science in Business and Economics (180 credits)

**Second cycle degree**

- Master (60 credits)  
 Master of Science in Business and Economics (60 credits)  
 Master (120 credits)  
 Master of Science in Business and Economics (120 credits)

**Please specify your major subject and/or specialisation:**

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Message to the Degree Office:

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**You are personally responsible for completing every section of your application. Please check that everything has been entered into Ladok – if not, please contact the relevant department.**

**It normally takes six to eight weeks to process an application. Applications are processed in turn, strictly according to date of receipt. No priority is given.**

**Signature**

Date	Signature
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**Send your application to:**

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