



**LUNDS**  
UNIVERSITET

## APPLICATION FORM FOR OFFICIAL TRANSCRIPT OF RECORDS

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

**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

**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 in English 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 IBAN SE86 1200 0000 0128 1011 9309, SWIFT DABASESX.

Please note! If you pay from a Swedish bank account you must instead use the University's bankgiro 5051-4728.

Address:

Danske Bank

Norrmalmstorg 1

Box 7523, SE - 103 92 Stockholm

Sweden

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

Please write your name, personal identity number and reference 809910-104860 on your payment.

You can also create a **verifiable transcript of records**, showing your study results, in the Student Portal using your student account.

### **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 6-8 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: