

## VERIFICATION FORM Supplementary Course(s)

### INFORMATION FOR THE APPLICANT

**Who fills in this form?**

This form has to be filled-in by your institution. The Verification Form must be stamped and signed by your institution in order to be accepted.

The institution must fill in the number of hours of instruction (of 60 minutes) for the subject(s) you have studied at the institution.

**The verification form must be supported with the following documentation:**

- Original Transcripts of the course completion diploma(s) with a visible passing grade.
- Certified translations of the course completion diploma(s) with a visible passing grade.

*Please note, Roskilde University does not accept language tests (e.g. TOEFL) to prove the language skills.*

**If the course has been an online course, then the following documentation must be provided:**

- Credited certificate and/or transcript showing a passing grade.
- Visible hours for the course in either course description or curriculum
- Curriculum for the course
- Certified English translation of the above

See [this](#) page for full list of required documentation.

### INFORMATION FOR INSTITUTIONS

Roskilde University requires applicants to submit a form detailing their number of hours of instructions from the supplementary course(s) to check if they meet the specific admission requirements for their desired bachelor program. If this information is not provided, Roskilde University cannot process the application.

- The stated number of hours of instruction **must** be of 60 minutes. If the hours of instruction are of 45 minutes, they must be converted to hours of 60 minutes first.
- The hours of instructions **cannot** include preparatory hours the student may have done.
- If the subject titles on the form does not correspond to subjects on the transcript, please see the subject guide for which disciplines each of the overall subjects includes.

Thank you for your kind support to your former students and our possible prospective student.

### SUBJECT GUIDE FOR INSTITUTIONS

Roskilde University considers the following subjects as containing a variety of different subjects that may be used to supplement the applicants' specific subject requirements. Please note this is a guide and not an exhaustive list, as we recognize that categorical subjects are not universal.

- **English and other foreign language:** Lessons cannot be based purely on grammatic and verbal understanding of the language. The language lessons must include, or be supported by additional subjects, History, Culture and Sociological content related to the language.
- **Mathematics:** Disciplines included are Algebra, Reduction, Fractions, Statistics and Percentages, etc.  
*Disciplines not included: Economics*
- **History:** Disciplines included are Contemporary & Ancient History, Geographic & Cultural-specific History **or** History of Ideas.  
*Disciplines not included: Philosophy, Art History, etc.*
- **Social Science:** Subjects that include Politics, Economics **and** Sociology.  
*All three disciplines must be a part of the subject*

### LANGUAGE GUIDE FOR INSTITUTIONS

If the student can document the following minimum of level within the CEFR (Common European Framework of Reference) for the stated languages taught as a second language, you do not need to fill in the additional language section.

- B1: French / Italian / Spanish / German
- B2: English

**VERIFICATION FORM  
Supplementary Course(s)**

PERSONAL DETAILS	
Name of the student	
Date of birth	
INSTITUTION OF THE SUPPLEMENTARY COURSE	
Name of the institution attended	
Name of the supplementary course certificate (certificate title in the original language)	
Primary language used in the education	

NUMBER OF HOURS OF INSTRUCTION OF 60 MINUTES	
Year of attendance <i>E.g., 20/21, 21/22, 22/23, etc.</i>	/
ALL BACHELOR PROGRAMS	
English	
INTERNATIONAL BACHELOR IN NATURAL SCIENCES	
Biology	
Biotechnology	
Chemistry	
Geoscience	
Mathematics	
Physics	
INTERNATIONAL BACHELOR IN SOCIAL SCIENCES	
Mathematics	
History	
Social Sciences	
BACHELOR IN GLOBAL HUMANITIES	
History	
One additional language <i>E.g., French, Spanish, etc.</i>	
Started <b>in</b> upper secondary education	Yes      No
Started <b>prior to</b> upper secondary education	Yes      No
<b>Mathematics</b> <i>Only relevant if you consider studying one of the following subject modules:</i> <ul style="list-style-type: none"> <li>• <i>Business Studies</i></li> <li>• <i>International Studies</i></li> </ul>	

**I hereby declare that the above information is correct**

\_\_\_\_\_  
Date and place

\_\_\_\_\_  
Stamp and signature of the headmaster or registrar of the institution