**VERIFICATION FORM for Upper Secondary School**

**INFORMATION FOR THE APPLICANT AND THE INSTITUTIONS**

|  |
| --- |
| **INFORMATION FOR THE APPLICANT** |
| **Who fills in this form?**  This form must be filled in by your institution. The Verification Form must be stamped and signed by your institution to be accepted. If your entry qualification consists of studies at two or more institutions, each of them must fill in a form.  The institution must fill in the number of hours of instruction (of 60 minutes) for each relevant subject you have studied during the final three years of your education as detailed below.  **You do not have to include this form, if you have one of the following educations:**   * Upper secondary educations from: Sweden, Norway, Finland and Island * International / European / Danish-French Baccalaureate * (i)GCSE/GCE   **The Verification Form must be supported with the following documentation**:   * Original Diploma and Transcript of Records from the upper secondary education * Official translations of the original Diploma and Transcript of Records from the upper secondary education   *Please note, Roskilde University does not accept language tests (e.g., TOEFL) to prove your language skills.*  See [this](https://ruc.dk/en/step-3-application-and-required-documents) page for full list of required documentation. |

|  |
| --- |
| **INFORMATION FOR INSTITUTIONS** |
| **Who fills in this form?**  This form must be filled in by the institution. The Verification Form must be stamped and signed by the institution to be accepted.  If the entry qualification consists of studies at two or more institutions, each of the institutions must fill in a form.  Roskilde University requires applicants to submit a form detailing the number of hours (of 60 minutes) of instructions from the upper secondary education to check if the applicant meets the specific admission requirements for the desired bachelor program. If this information is not provided, Roskilde University cannot process the application.   * If the hours of instruction consist 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. * Only courses that are passed or expected to be passed may be included.   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 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.* |

**VERIFICATION FORM**

**UPPER SECONDARY EDUCATION**

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| Name of the student | Date of birth *(dd-mm-yyyy)* |
| **UPPER SECONDARY EDUCATION** | |
| Name of the upper secondary school | |
| Name of the upper secondary education  *Diploma title in the original language* | |
| Country of the upper secondary school | |
| Primary language used in upper secondary education | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NUMBER OF HOURS OF INSTRUCTION OF 60 MINUTES**  ***Please note, we only accept total hours per study year. We do not accept credit, points, hours per week, etc.*** | | | | | | |
|  | | | **3rd last year** of upper secondary education | **2nd last year** of upper secondary education | **Last year** of upper secondary education | **Total number** of hours of instruction |
| **Year of attendance**  *E.g., 20/21, 21/22, 22/23, etc.* | | | / | / | / |  |
| **Study Year**  *E.g., Grade 10, Grade 11, Grade 12, etc.* | | |  |  |  |  |
| **ALL BACHELOR PROGRAMS** | | | | | | |
| **English** | | |  |  |  |  |
| **INTERNATIONAL BACHELOR IN NATURAL SCIENCES** | | | | | | |
| **Biology** | | |  |  |  |  |
| **Biotechnology** | | |  |  |  |  |
| **Chemistry** | | |  |  |  |  |
| **Geoscience** | | |  |  |  |  |
| **Mathematics** | | |  |  |  |  |
| **Physics** | | |  |  |  |  |
| **INTERNATIONAL BACHELOR IN SOCIAL SCIENCES** | | | | | | |
| **Mathematics** | | |  |  |  |  |
| **History** | | |  |  |  |  |
| **Social Science** | | |  |  |  |  |
| **BACHELOR IN GLOBAL HUMANITIES** | | | | | | |
| **History** | | |  |  |  |  |
| **One additional language**  *E.g., French, Spanish, etc.* |  | |  |  |  |  |
| Started **in** upper secondary education | **⬜ Yes** | **⬜ No** |
| Started **prior to** upper secondary education | **⬜ Yes** | **⬜ No** |
| **Mathematics**  *Only relevant if you consider studying one of the following subject modules:*   * *Business Studies* * *International Studies* | | |  |  |  |  |

**We hereby declare that the above information is correct.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place Stamp and signature of the headmaster or registrar of the institution