

VERIFICATION FORM Supplementary Course(s)

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. 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 your 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

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.

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

- 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-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 together with documentation for instruction at an educational institution, 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)
Country of the upper secondary school
Primary language used in the education

NUMBER OF HOURS OF INSTRUCTION OF 60 MINUTES <i>Please note, we only accept total hours per study year. We do not accept credit, points, hours per week, etc.</i>		
	Supplementary course	Final grade
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 in upper secondary education	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Started prior to upper secondary education	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mathematics <i>Relevant for subject modules:</i> <ul style="list-style-type: none"> • <i>Business Studies</i> • <i>International Studies</i> 		

We hereby declare that the above information is correct

Date and place

Stamp and signature of the headmaster or registrar of the institution