VERIFICATION FORM INFORMATION

FOR THE APPLICANT AND THE INSTITUTIONS

INFORMATION FOR THE APPLICANT

Who should complete this form?
This form must be completed by your educational institution. To be valid, the form must be signed and stamped by the institution.

If your qualification is based on studies completed at more than one institution, each institution must complete a separate form.

The institution should provide information about the number of teaching hours (60-minute lessons) in the relevant subjects you studied during the final three years of your education. Please note that if your international qualification used for admission does not correspond to a Danish upper secondary education, only the teaching hours from the educational components included in the admissions assessment will be taken into account.

Who does not need to submit this form?
You do not need to submit this form if you hold one of the following qualifications:

- An upper secondary education from Sweden, Norway, Finland, or Iceland
- International Baccalaureate (IB)
- European Baccalaureate (EB)

Supporting documentation
The completed Verification Form must be submitted together with:

- Your Diploma/Graduation Certificate and Transcript of Records
- Official translations of these documents, if they are not issued in English, Danish, Norwegian, or Swedish
- Official subject or course descriptions (one PDF file per subject using the Verification Form as cover)

Subject combination with additional requirements
Please note, that if you plan to study a subject combination with additional requirements, you must also document that you meet these requirements.

More information
For a complete overview of the required application documents and admission requirements, please visit our website.

INFORMATION FOR INSTITUTIONS

Who should complete this form?
This form must be completed, signed, and stamped by the applicant's educational institution. If the applicant's qualification is based on studies from two or more institutions and/or includes higher education studies, each relevant institution must complete a separate form.

If the completed Verification Form exceeds one page, each page must be signed and stamped by the issuing institution.
If the student has more subjects than can be listed on a single form, the student is welcome to submit additional Verification Forms.

Please note:

- Teaching hours must be stated as **60-minute lessons**.
- If lessons are recorded as 45-minute lessons, please convert them to 60-minute lessons.
- Teaching hours must only include **classroom instruction and mandatory supervised activities**. Self-study, preparation time, homework, if available, please also state the hours allocated to preparation/self-study separately. These hours must not be included in the teaching hours column.
- If exact teaching hours are not available, please provide the best documented estimate and explain how the figure was calculated.
- Only passed subjects, and subjects expected to be passed, may be included.
- Please report the final course grade as it appears on the official transcript. Do not convert grades into another grading scale.

Roskilde University uses this information to assess whether the applicant meets the specific admission requirements. Applications cannot be assessed without the required information.

Thank you for your assistance in supporting the applicant's admission process.

VERIFICATION FORM

ENGLISH

PERSONAL DETAILS	
Name of the student	**Date of birth *(dd-mm-yyyy)***

EDUCATION DETAILS
Name of the institution and country
Name of the education (*Diploma title in the original language)*
Level of education (e.g. upper secondary education and/or higher education)
Primary Language of instruction in the education

SUBJECT DETAILS

Study Year And Year of attendance	**Subject name on transcript**	**Grade**	**ECTS/ Credits**	**Hours of preparation/ self-study** *(60 min)*	**Hours of teaching** *(60 min)*
			Total		

EXPECTED READING VOLUME

Please indicate the expected volume of academic material for the course by stating how many pages (or equivalent) academic material students are expected to cover:

SUBJECT DESCRIPTION

Overall overview of topics taught in the subject (keywords/bullet points):

Note: Please attach the official subject/course description as one PDF with this form as cover page

We hereby declare that the above information is correct.

Date and place

Stamp and signature of the headmaster or registrar of the institution

ROSKILDE UNIVERSITY

VERIFICATION FORM

HISTORY OR HISTORY OF IDEAS OR CONTEMPORARY HISTORY

PERSONAL DETAILS	
Name of the student	**Date of birth *(dd-mm-yyyy)***

EDUCATION DETAILS
Name of the institution and country
Name of the education (*Diploma title in the original language)*
Level of education (e.g. upper secondary education and/or higher education)
Primary Language of instruction in the education

SUBJECT DETAILS

Study Year And Year of attendance	Subject name on transcript	Grade	ECTS/ Credits	Hours of preparation/ self-study *(60 min)*	Hours of teaching *(60 min)*
			Total		

EXPECTED READING VOLUME
Please indicate the expected volume of academic material for the course by stating how many pages (or equivalent) academic material students are expected to cover:

SUBJECT DESCRIPTION
Overall overview of topics taught in the subject (keywords/bullet points):
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Date and place

Stamp and signature of the headmaster or registrar of the institution

ROSKILDE UNIVERSITY

VERIFICATION FORM

ADDITIONAL FOREIGN LANGUAGE

PERSONAL DETAILS	
Name of the student	**Date of birth *(dd-mm-yyyy)***

EDUCATION DETAILS
Name of the institution and country
Name of the education (*Diploma title in the original language)*
Level of education (e.g. upper secondary education and/or higher education)
Primary Language of instruction in the education

SUBJECT DETAILS					
Study Year And Year of attendance	**Subject name on transcript**	**Grade**	**ECTS/ Credits**	**Hours of preparation/ self-study** *(60 min)*	**Hours of teaching** *(60 min)*
			Total		

YEARS OF FOREIGN LANGUAGE
How many years has the applicant been taught in the language?

EXPECTED READING VOLUME
Please indicate the expected volume of academic material for the course by stating how many pages (or equivalent) academic material students are expected to cover:

SUBJECT DESCRIPTION
Overall overview of topics taught in the subject (keywords/bullet points):
Note: Please attach the official subject/course description as one PDF with this form as cover page

We hereby declare that the above information is correct.

Date and place

Stamp and signature of the headmaster or registrar of the institution

ROSKILDE UNIVERSITY

VERIFICATION FORM

MATHEMATICS

(Only relevant if you consider the subjects Business Studies or International Studies)

PERSONAL DETAILS	
Name of the student	**Date of birth *(dd-mm-yyyy)***

EDUCATION DETAILS
Name of the institution and country
Name of the education (*Diploma title in the original language)*
Level of education (e.g. upper secondary education and/or higher education)
Primary Language of instruction in the education

Study Year And Year of attendance	**Subject name on transcript**	**Grade**	**ECTS/ Credits**	**Hours of preparation/ self-study** *(60 min)*	**Hours of teaching** *(60 min)*
			Total		

SUBJECT DESCRIPTION
Overall overview of topics taught in the subject (keywords/bullet points):
Note: Please attach the official subject/course description as one PDF with this form as cover page

We hereby declare that the above information is correct.

Date and place

Stamp and signature of the headmaster or registrar of the institution