

## INFORMATION FOR THE INSTITUTIONS and THE APPLICANT

### INFORMATION FOR THE APPLICANT

#### Who fills in this form?

This form must be filled in by your institution (school attended). The Verification Form must be stamped and signed by your institution in order 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.

#### Please do not include this form, if the applicant has attended one of the following educations:

- Upper secondary educations from: Sweden, Norway, Finland and Island
- International / European / Danish-French Baccalaureate
- (i)GCSE/GCE

#### Entry qualifications from NON-EU/EEA-countries

Most international qualifications for entry to undergraduate programmes in Denmark meets the requirements by the last two year of upper secondary education together with the first year of higher education (equivalent to at least 60 ECTS). You can read more about the requirements to your specific education [here](#).

#### The Verification Form(s) 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
- Original Diploma and **Transcript of Records from the higher education**
- Official translations of the original Diploma and Transcript of Records from the higher education

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

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.*

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 <i>Diploma title in the original language</i>	
Country of the upper secondary school	
Primary language used in upper secondary 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>			
<i>NB: Some countries can only be assessed based on the last 2 years of upper secondary school according to ufm.dk. (e.g. Bangladesh, Sri Lanka, Pakistan, Russia, Ukraine )</i>	<b>3rd last year</b> of upper secondary education	<b>2nd last year</b> of upper secondary education	<b>Last year</b> of upper secondary education
<b>Year of attendance</b> <i>E.g., 20/21, 21/22, 22/23, etc.</i>	/	/	/
<b>Study Year</b> <i>E.g., Grade 10, Grade 11, Grade 12, 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 Science			
BACHELOR IN GLOBAL HUMANITIES			
History			
<b>One additional language</b> <i>E.g., French, Spanish</i>			
Started <b>in</b> upper secondary education	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Started <b>prior to</b> upper secondary education	<input type="checkbox"/> Yes	<input type="checkbox"/> 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>• Business Studies</li> <li>• International Studies</li> </ul>			

We hereby declare that the above information is correct

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

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

HIGHER EDUCATION

PERSONAL DETAILS	
Name of the student	Date of birth (dd-mm-yyyy)
HIGHER EDUCATION	
Name of the higher education institution	
Name of the higher education <i>Diploma title in the original language</i>	
Country of the higher education institution	
Primary language used in the education	
The applicant has passed all study elements in the first year of the above-mentioned program <input type="checkbox"/> Yes <input type="checkbox"/> No	

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>	
	First year of higher education
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 Science	
BACHELOR IN GLOBAL HUMANITIES	
History	
One additional language <i>E.g., French, Spanish, etc.</i>	
Started <b>in</b> upper secondary education	<input type="checkbox"/> Yes <input type="checkbox"/> No
Started <b>prior to</b> upper secondary education	<input type="checkbox"/> Yes <input type="checkbox"/> 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>• Business Studies</li> <li>• International Studies</li> </ul>	

We hereby declare that the above information is correct.

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

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