

* I have checked that the examination venue meets the LTU requirements as stated below.

Examination venue requirements

The examination venue must have approved exam supervision procedures and premises. Approved supervision procedures means that an exam invigilator must be present in the exam room/premises for the entire duration of the exam.

The examination venue must be a college, university, learning centre or a similar higher education establishment.

The examination must take place at the same date and time as the examination is given at the place of education, with timings always in Swedish local time.

Application

Before you complete the application form, you must have received confirmation that the examination venue meets all requirements and that you may take the examination there.

Personal illness or military service must be supported by certification.

- Complete and print out the form, sign it and attach certification if necessary.
- The application form must have been received by LTU no later than the application deadline for *Examination at other location*.
- Send your application form and any certification in an envelope **marked with the course code** to:
Luleå University of Technology, Registrar, 971 87 LULEÅ, Sweden.
- Students no longer residing in Sweden may send in their application by E-mail to: registrator@ltu.se If sent by E-mail, scan signed application and certificate, enclose as attachment.

N.B. Incomplete applications will be rejected.

I give Luleå University of Technology permission to process my personal details in accordance with GDPR (General Data Protection Regulation). For more information see: <https://www.ltu.se/student/Studera/Tentamen/Tentamen-pa-annan-ort-1.50352?l=en>

Signature

*Place and date	*Name (printed)
Signature	

Decision of Department

Granted

Not granted

Department's statement in cases of not granted:	
Signature of decision-maker	Date: