



Received by the university:

Date

Application for examination at other location

Complete all mandatory fields (marked *) on the computer, then print out the document (single sided), sign it and attach certification if necessary.

Personal details

*Name	*Swedish ID number (YYMMDD-XXXX) <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																		
*Address	*Postcode and place																		
*Email address	*Telephone/mobile number																		

Information about my studies

*Programme	*Year of registration
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I am applying to be examined in the following course (one application form per course)

*Date of examination	*Course code	*Course name
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*The reason for my request is as follows (mark one option):

I am unable to attend examination at the regular LTU location due to personal illness or military service – **must be supported by certification.**

I am residing at another location for the purposes of my on-going program/course (e.g. work experience, degree project or course at other university) – **must be supported by certification.**

I have a residual exam (1 examination) left for a maximum of three years after the last semester.
– **must be supported by certification.**

I study according to the elite sports agreement.

I have contacted the following venue and have received confirmation that I may take the examination there at the set date and time:

*Name of examination venue	*ULR/Web address to examination venue		
*Name of contact	*Email	*Telephone number	

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* 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, Registrator, 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: