Checklists and examples – attestation of delayed studies (Bachelor's or Master's)

Migrationsverket

Instructions

This document addresses checklists and examples for two kinds of attestations:

- **Attestation of studies outside the regular programme length:** A certificate of credits awarded and future study plan for matters concerning a residence permit for studies outside the regular programme length (this checklist is aimed at people at the university who have an insight into the student's study plan and results).
- **Attestation of delayed degree project:** A certificate regarding progress made in a delayed degree project (this checklist is aimed at the thesis supervisor).

As a rule, all forms of attestation shall state the planned period of study. Application for a degree or any retakes are not included in the period of study.

The Swedish Migration Agency: Checklists and examples – attestation of delayed studies (Bachelor's or Master's)
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1 Checklist for attestation of studies outside the regular programme length

- **Heading stating the certificate's content**
  For example, "Attestation of studies regarding extension of residence permit for studies".
- **Date of issue**
- **Student's personal information**
  Name and date of birth/personal identity number (and reference/case number with the Swedish Migration Agency, if available).
- **Information about the study programme**
  Information about the course/programme, when it began and the regular date for completion.
- **Reason for delay**
  The certificate should briefly state the reason for the studies being delayed. If the reason for the delay is known but not confirmed by the higher education institution, please note the delay anyway. In these cases, also note that the reason has not been confirmed.
- **Information about credits**
  The number of credits (HP/ECTS) within the programme that the student has completed so far.
  For information: The student must also attach a copy of the transcript of records from Ladok including a presentation of course modules (completed and partially completed) when applying for a residence permit.
- **Remaining courses within the programme**
  Describe how many credits the courses account for and if there are specific course modules remaining.
- **Information about when examinations for the remaining courses or course modules can be taken and when the studies are expected to be completed**
  This information should be as detailed as possible and written in the format day – month – year. Please note that it is the last day of studies that should be noted. The certificate shall not contain recommendations regarding the end date for a residence permit. The start and end date of a residence permit is decided by the Swedish Migration Agency. Please note that things like corrections or waiting for grading are not grounds for a residence permit. Remember that the Swedish Migration Agency

may grant residence permit for an additional two weeks after the last day of studies to accommodate practical measures.

- **Signed by an authorized staff member at the university/college**
  Signature by issuing staff member (including clarification of signature). Information about the position held by the person issuing the certificate and their contact details. Please also include information about how the student's results were verified

See example certificate below.

1.1 Example of certificate

Example of certificate – Application for residence permit for studies at Bachelor's or Master's level (studies outside the regular programme length).

> Please note that this is an example of what a certificate might look like. It is the university that determines the format of its certificates.

<*Place and date*>

Attestation of studies with reference to extension of residence permits for studies

My name is <*name*>, <*position*> at <*university*>. I am writing this certificate for the purpose of supporting the application for a residence permit for doctoral studies for <*doctoral student's name*>, <*date of birth*>.

<*student's name*> is currently enrolled in <*education*>, at <*university/college*>. The study programme commenced on <*day-month-year*> with a regular end date of <*day-month-year*>. The student has, until today, completed <*credits*> out of the required <*total credits of the study programme*>.

The studies have been delayed due to <*reason for delay*>.

The student still needs to complete four required courses at advanced level, each accounting for 7.5 credits, as well as the Master's thesis accounting for 15 credits. Two of these courses take place between <*day-month-year*> and <*day-month-year*>, and two courses plus the thesis take place between <*day-month-year*> and <*day-month-year*>.

The studies consists of the following:

<*course*>	7.5 credits (examined in <*day-month-year*>)
<*course/course module*>	2.5 credits (5 credits previously completed – must be submitted before <*day-month-year*>)
<*course*>	7.5 credits (examined in <*day-month-year*>)
<*course*>	7.5 credits (examined in <*day-month-year*>)
<*degree project*>	15 credits (examined in <*day-month-year*>)

<*name*>
<*position*>
<*contact information*>

2 Checklist for attestation of delayed degree project

A certificate containing information of progress in a degree project should contain the following:

- **Heading stating the certificate's content**
  For example, "Attestation regarding delayed degree project".
- **Date of issue**
- **Student's personal information**
  Name and date of birth/personal identity number (and reference/case number with the Swedish Migration Agency, if available).
- **Information about the study programme**
  Information about the course/programme, when it began and the regular date for completion.
- **Reason for delay**
  The certificate should briefly state the reason for the studies being delayed.
- **Information about the degree project**
  Number of credits the degree project accounts for, when it began and when it is expected to be completed. Expected date for completion should be written in the format day – month - year. Please note that it is the last day of studies that should be noted. The certificate shall not contain recommendations regarding the end date for a residence permit. The start and end date of a residence permit is decided by the Swedish Migration Agency. Please note that things like corrections or waiting for grading are not grounds for a residence permit. Remember that the Swedish Migration Agency may grant residence permit for an additional two weeks after the last day of studies to accommodate practical measures.

  If the public examination/response can only be performed at set times, information about these should be included.
- **Information about study performance**
  How much of the degree project – preferably as a percentage – that the student has completed up until this point (specifically, during the previous permit period if these details are available).
- **Signed by an authorized staff member at the university/college**
  Signature by issuing staff member (including clarification of signature). Information about the position held by the person issuing the certificate and their contact details. Please also include information about how the student's results were verified