

Enclosure form for admission to Nord University

The deadlines for submission are **January 2nd** for applicants outside the EU/EEA and **May 1st** for applicants within the EU/EEA.

PERSONAL DATA

Full name:	
Online application number:	
Date of birth:	

In order for your application to be processed, you must upload following documents, and mark the boxes. Incomplete applications and documentation received after the deadline will not be considered. Please read more about uploading documents on page 3 in this document.

Documents	Uploaded	Will be uploaded	Will be sent by post
High School/Secondary School diploma and transcripts			
Diploma and transcripts from higher education			
Documents that needs to be sent by post directly from your school, or in the post by you. Check if this concern you*			
Proof of English requirements. **			
Copy of passport			
Documentation of name change if applicable			
Other			

All documentation must be translated, unless in English, Swedish, Danish or Norwegian. A government authorized, or official translator should carry out the translation. You must upload a copy of the original documentation together with the translation.

* Read about the required documentation and see if this concerns you. If so, the documents needs to be sent by post to:

Admissions Office, Nord University, PO box 1490, 8049, Bodø, Norway.

Or our courier address:

Admission office, Universitetsalléen 11, 8026 Bodø, Norway.

Bachelor: <https://www.nord.no/en/studies/admission/how-to-apply-bachelor/>

Master: <https://www.nord.no/en/studies/admission/how-to-apply-master/>

** Proof of English requirements. More information on how to document this on our website.

EDUCATIONAL BACKGROUND:

List your previous and on-going education from abroad and from Norway.

	Name of examination/certificate/ diploma	From (year) – to (year)	Your age at graduation
Secondary school			
Higher education			
Higher education			

Use of false documents in the admission process constitutes a criminal act under Norwegian law and is punishable by fine or imprisonment pursuant to the Universities and University Colleges Act section 3, sub-section 7 and the General Civil Penal Code section 361 and section 362.

I confirm that the information given above is correct and that the documents are authentic, unaltered, and belong to me. I am aware that any attempt to present false documents will be prosecuted. . I also authorize release of any documentation submitted by me in connection with this application to any person, firm, corporation, association or government agency for the purpose of explanation or verification. I understand that omitting or providing misleading information may result in, where applicable, withdrawal of any offer of admission or expulsion from Nord University.

If you are a non-EU/EEA applicant you must be able to document "financial capacity" in order to obtain a study permit and travel to Norway: <https://www.nord.no/en/studies/admission/frequently-asked-questions>

Circle your correct answer:

I have uploaded all the documentation I've got: YES / NO	More documentation will be uploaded/sent by post: YES / NO
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Print this document and sign it by hand before you scan it and upload it with your documents.

Date

Signature

Guidelines for uploading documents

What to upload:

Bachelor: <https://www.nord.no/en/studies/admission/how-to-apply-bachelor/>

Master: <https://www.nord.no/en/studies/admission/how-to-apply-master/>

Submit only what is requested. Submitted documents that are not requested will not be taken into consideration and will only complicate the evaluation of your application.

Make sure your scans are easy to read

You can scan your documents using a phone camera or a scanner. Please make sure that the documents:

- Include all text on the front and reverse side.
- Are merged or scanned into a single file if the document consists of several pages.
- Appear 'right-side up'.

Upload both originals and translated documents.

PDF is the preferred format

To make sure we can easily open your documents, please use PDF format. Do not upload ZIP, RAR or other compressed files as these cannot be opened in our document viewer.

Choosing the "type of document" category in the application portal

Which category you choose is not relevant. If you don't find a fitting category for your documents you can upload them under "other documents" as "letters".

Want to check if we have received your documents?

You can see which documents you have uploaded by consulting the 'My Documents' folder in your application. If you find your documents here they are also available to us when we process your application.

Delete documents

When we process your application, we lock your documents to prevent them from being deleted. This means that you can delete documents right after uploading them, but it is not possible to delete documents from previous applications.

Have you applied before and want to reuse your documents?

If you have documents stored in the "My documents" folder from previous applications, it is not necessary to upload the same documents again. If you for example upload a new motivation letter or an English test, we will always check the date and consider the newest one.