



REQUEST FOR DEFERMENT OF STUDIES

Civic registration number / temporary id number	
Surname	Given name
Address	
Postal code	City/town
Phone no.	e-mail
Date	Signature

Special circumstances for deferment of studies may be social or medical, or other reasons such as child care, student union assignment or deferred leave of absence from work to study, according to Swedish law (1974:981). The period of deferment may last for a maximum of 18 months. The reasons must be verified with a certificate etc. and a copy of the admission decision must also be attached to the request. If medical reasons are the grounds, a doctor's certificate must be attached. When you plan to start

studying, you have to apply again at www.universityadmissions.se in the normal application period for next semester. This decision should be submitted as a complement to the request. The decision to grant deferment applies, provided that the programme is offered in the semester for which the new application is made.

I have been admitted to the _____ programme at Karlstad University, starting in the autumn _____ spring _____ and hereby request deferment of studies on the following grounds:

Attach the following documents: Copy of the admission decision and other documents supporting the grounds for deferment, such as a doctor's or employer's certificate.

RETURN THIS FORM AND SUPPORTING DOCUMENTS TO:

Karlstad University, Admissions Office, Office of Student Affairs 65188 Karlstad. Mark the envelope "Deferment"

Office use only

DECISION

Date of arrival: _____

- Request approved. The decision to approve the request for deferment of studies applies provided that the programme is offered in the semester for which the new application is made.
- Request denied because the grounds are not considered valid.
(Appeal guide attached)

Administrative officer

Appeal Guide

This is what you do: If you want to appeal this decision to the Appeals Board for Higher Education, you must do so in writing. The appeal should state the decision appealed and the change of decision that you wish should be made. You must sign the appeal and give your contact information (address, phone number and e-mail address).

The appeal should be addressed to the Appeals Board for Higher Education but sent to the institution at which the decision was taken, in this case Karlstad University, where the decision is checked for correctness. If an obvious mistake has been made, the decision will be changed and the person appealing will get a new decision. If the decision is not changed, all documents will be forwarded to the Appeals Board together with a statement. The Appeals Board makes the final decision.