

# INSTRUCTIONS FOR SCHOLARSHIP APPLICATION

The following documents should be submitted together with your application:

- Transcript of records from Ladok detailing the courses you have completed at Swedish universities.
- If the scholarship you are applying for requires that you to have been born in a specific place, attended a specific high school or been a member of a certain congregation - please attach records certifying that.
- Applicants who submit incorrect or false information can be required to return the scholarship and may be subject to criminal penalties.
- Remember to sign your application.

*PLEASE NOTE - This translation is not an official translation of the form and is only provided as an extra guidance for international students. When submitting your application you are responsible for guaranteeing that your application follows the instructions printed in Swedish on the actual application.*

## Completing the form - step by step:

1) Write the names of the scholarships you are applying for.

2) Enter your Swedish person number. If you do not have a person number, write your samordningsnummer or T-number. In addition to this, write which faculty you belong to (see UU:s website for a complete list) and which nation(s) you are a member of.

3) Add the following information:

Adress = Street address and number (eg. Slottsgränd 8)

Postnr o ort = Postal code and city (eg. 753 10 Uppsala)

Tel nr = Phone number (include country code if applicable, eg. +47)

E-post = E-mail

Födelseort = City/town you were registered to at birth (according to official records)

Församling = Swedish congregation you were registered to at birth (if applicable)

Landskap = Swedish province you were born in (if applicable)

4) Add the following information:

Avgångsår = Year of graduation *from high school*

Skolans namn = Name of high school

i ... kommun = Name of the municipality you attended high school in

5) Add the following information:

HT = fall term

VT = spring term

År = year

*Use the above to specify which term and year you registered at Uppsala university.*

If you attended another university before Uppsala university, enter the name of the university below and which year and term you registered there.

**6)** Only enter this information if you are a graduate or undergraduate student. If you are, enter the following information in the fields:

...totalt antal högskolepoäng = total number of credits completed at Swedish universities/colleges. If you are a master's level student and have completed your bachelor's degree in another country, write "Foreign bachelor's" in the field.

...varav (hp) VG/5/AB/A = total number of credits completed at Swedish universities/colleges where you received the highest possible grade. Enter the number of credits you have completed with each respective grade. Only enter the grades you have received for complete courses, not individual assignments.

Antal högskolepoäng där G enligt kursplanen... = total number of credits completed at Swedish universities/colleges where the highest possible grade was G (pass).

Jag ämnar avlägga... = name the degree you intend to complete (eg. bachelor's of theology, medical degree, master's in business).

...vartill beräknas åtgå X terminer... = enter the number of semesters needed to complete your degree excluding the current semester.

Jag är registrerad vid X institutionen... = enter the institution at which you are registered (click [here](#) for a complete list)

...och ämnar denna termin tentera sammanlagt X högskolepoäng... = enter the number of credits you intend to complete this semester.

...i kursen/kurserna = enter the names of the courses you have registered for this semester

**7)** Only enter this information if you are a doctoral or licentiate student. If you are, enter the following information in the fields:

...utbildning på forskarnivå i = enter the name of the subject/field in which you are completing a doctoral or licentiate degree (eg. biology, political science, economics).

...sedan X-terminen år X... = enter the semester you started your doctoral/licentiate studies (eg. HT 2022)

...och avser avlägga... = specify if you are completing a *licentiate* or a *doctoral* degree.

...vartill beräknas åtgå X terminer... = enter the number of semesters needed to complete your degree excluding the current semester.

Aktivitetsgrad i % under innevarande termin = if you are enrolled for full-time studies this semester, enter 100. If you are enrolled for part-time studies, specify the pace at which you are studying.

Finansiering = specify how you are financing your degree

**8)** If you have studied at universities/colleges outside of Sweden, specify here. You can also add any other relevant academic merits.

**9)** If you have at any point paused or discontinued your studies, specify which semesters and the reason for the interruption (eg. military conscription, parental leave, health issues, work)

**10)** Other relevant information. If you are related to the donor of the scholarship you are applying for, specify that here and attach documentation proving your relationship (certified by two witnesses). Enter any other information that relates to the specific requirements of the scholarship, eg. if the scholarship required your parents to have a specific profession or similar.

**11)** Please note that ALL fields must be filled. Do NOT leave any fields blank. Fill the fields according to the following instructions:

Civilstånd = marital status (ensamstående = single, gift = married (enter the date of marriage), sambo = domestic partnership).

Antal barn och deras födelseår = Number of children and their years of birth

Inkomst föregående kalenderår (brutto, ej CSN) = Income previous calendar year before taxes. Exclude CSN payments.

Jag finansierar mina studier genom = I am financing my studies through (CSN, bank loans, work, parents/family, other scholarships/loans)

Totalt antal CSN-veckor kvar att ta ut (including this semester) = Enter the number of weeks of CSN loans that you have left as of the start of this semester (if you are not eligible for CSN loans, write *Ineligible*)

Har make/makan eller sambon yrkesarbete? = Does your husband/wife/domestic partner have a job? (Yes, full-time; Yes, part-time; Does not work (Reason: Student, Out-of-work/Other reason)).

Uppskattad inkomst innevarande kalenderår = Estimated income for this calendar year

Av förvärvsarbete, sjukbidrag, pension mm (ej CSN) = From work, disability/sickness benefits/pension, pension (before taxes, excluding CSN).

Inkomst av eget kapital (räntor, aktieutdelningar mm) = Capital income (interest, dividends etc)

Kontant (t ex från föräldrar, släkt, andra) = Cash/payments from parents, family or others

Tillgångar = Assets

Kontanter/bankkonto = Cash or money in bank accounts

Andra tillgångar (t ex aktier, fonder, värdepapper) = Other assets (e.g. stocks, mutual funds or other financial instruments)

Ev övrigt = Other assets (do not include the value of your home)

Skulder = Debts

Statliga studielån = Student loans from the *Swedish* government

Övriga studierelaterade skulder = Other debts related to your studies (e.g. foreign student loans, bank loans, nation loans or similar)

Till annan person med återbetalningsskyldighet = Loans from another individual which you are required to repay

Ej studierelaterade lån = Loans not related to your studies (exclude mortgages or similar).

**12)** Other information relevant to your application (e.g. reason for why you are in financial need or similar)

**13)** Enter any current scholarships that you have been awarded by the university or by the nation

Stipendiets namn = Name of the scholarship

Fr o m = Date from which you started receiving the scholarship

T o m = Date when the scholarship ends/ended

Årsbelopp = Value of the scholarship

Summa = Sum

**14)** Enter the account information for the account to which you want the scholarship to be paid.

If you do not have a Swedish bank account you can specify a foreign account below the fields on the form. Write the following information: Name of bank, the country and city the account is registered to, IBAN-number, BIC-code, name of the account holder and the national bank-ID.

When signing the form you certify that the information you have submitted is correct and true.