

To students in their final semester

We at the Office of Diplomas would like to give you some important information about your degree certificate. To receive your degree certificate ***you need to apply for it***. This is done on My LTU under Degree certificate. Please follow the instructions carefully when you apply.

Remember to check:

- that all courses to be included in your degree are marked as done under Results.
- that you have all courses required for the degree. You can check this yourself in your programme syllabus,
<http://www.ltu.se/edu/studentwebben/studyplanning/find/Utbildningsplaner?l=en>.
- that your address on My LTU is correct. This is where your degree certificate will be sent.
- if you apply for a Master Degree we need a copy of your qualifying degree.
- a copy of your passport.
- when you apply for a Master Degree within a ERASMUS MUNDUS joint program, you need to send in transcripts from the other universities you have studies at to examen@ltu.se

It is very important that you check your name and spelling in the system when you apply then that is what will be your degree certificate.

If you have done courses that cannot or should not be included in your degree certificate you can apply for course certificates on the Student website under forms.

When you have received your degree certificate, ***please be careful with it***. There is only the one original that you have. If you lose it no new original will be issued. Upon request you can however receive a copy of your degree certificate.

If you have questions regarding which courses are include in your degree please ask your Study Counsellor, <http://www.ltu.se/edu/studentwebben/stod-under-studietiden/Studievagledning?l=en>.

If you have any other questions regarding your degree you are welcome to contact us at the Office of Diplomas. Our contact information is on our webpage.

Our current turnaround time is up to 8 weeks.

Kind regards
Your Degree Evaluation Officers