



## HDK-VALAND – HÖGSKOLAN FÖR KONST OCH DESIGN

Arrival date:

Reference number:

### Application to later part of programme

Family name, Given name	Date of birth / ID number
E-mail	Telephone number
Ongoing/previous education and university	Place of studies/country
I wish to be admitted to the following programme	I apply for semester (2-6)
Date and signature <i>I hereby confirm that the information above is complete and correct</i>	

Print and scan/photograph the signed application. You can also sign the filled PDF-form with a digital signature. The application form including appendices shall be sent in PDF to [admission@hdk-valand.gu.se](mailto:admission@hdk-valand.gu.se).

Last day to apply for the autumn term is **April 1**.  
Last day to apply for spring semester is **October 15**.

Late applications will be considered subject to time and place availability in the programme.

### Decision

<i>Admitted / admitted with conditions / unqualified / no place available</i>		
Motivation for decision if application is rejected		
Signature of the decision-maker	Name clarification	Date of decision

## Information

If you have started an education with similar education orientation as one of the programmes offered at HDK-Valand and want to change programme or study location, you can apply for admission to later part of programme. We will then make an assessment of your current education and to which extent your approved studies correspond to the studies you applied for. You can be admitted to semester two (2) within the programme you applied for at the earliest.

Applications for admissions to later part of programme are ranked based on the assessment of personal letter and submitted work samples (portfolio). For some programmes, the applicant may be called for an interview as part of the selection procedure.

### **Admission to later part of programme can only be approved if:**

1. There is a vacancy in the programme you want to study, and
2. You meet all the entry requirements within the programme

## *Appeals*

Decisions about rejection of application due to lack of available seats in the programme cannot be appealed.

Decisions about rejection due to the applicant do not meet the entry requirements, can be appealed to the Board of Appeal for Education for higher education. The appeal has to be in writing. Include which decision you want to appeal, the change in the decision you request and why the change is requested. The appeal is to be received within three weeks of your receiving the decision.

Överklagandenämnden för högskolan  
Göteborgs universitet  
Box 100  
405 30 Göteborgs universitet

The appeal can also be sent via e-mail to:  
[registrator@qu.se](mailto:registrator@qu.se)

## Attach following documents to your application:

1. *Personal letter*. Explain why you want to change education or study location and your interests in the programme you are applying for. In the letter you can also include a short description of your current artistic practice. Max 1 A4-page.
2. *Artistic work samples*. Description and documentation of 5-10 artistically relevant projects that you have worked with during the last three years. Max 10 pages. If your application contains media files that extent the allowed size for e-mail attachments, you have the option of placing the media files in any cloud storage service and share the link with us so we can download them.
3. Attested copy of academic transcripts or equivalent which proves you meet the general entry requirements. If your grades are registered at [antagning.se/universityadmissions.se](http://antagning.se/universityadmissions.se) you don't have to attach these to the application.
4. Attested copy of birth certificate or copy of passport/other ID-documents verifying citizenship.
5. Course syllabuses and programme syllabus for approved studies at other study location, or equivalent study descriptions in the original language for all approved courses at a foreign university<sup>1</sup>.
6. Attested copy of academic transcripts of approved studies at your current study location<sup>2</sup>.
7. The application can be completed with study results from the current semester. Please state courses, number of credits and dates for completions.

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<sup>1</sup> Study descriptions and academic transcripts issued in other languages than English, French, German, Danish, Icelandic or Finnish has to be translated by an authorized translator.

<sup>2</sup> If you have an education from USA, Canada, Republic of Cameroon, State of Eritrea, Ethiopia, Republic of Ghana or Federal Republic of Nigeria, your transcript must be sent directly from your previous university.