Application number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NORWEGIAN UNIVERSITY OF

SCIENCE AND TECHNOLOGY (NTNU)

**JOINT NORDIC MASTER**

Final application deadline: **15 January 2016**

Please read the “[Instructions for filling in the final application form](#Instructions)” on page 5-6 carefully, before you fill in the form. NTNU is under no obligation to process applications that are not complete or are lack adequate documentation.

**WHICH MASTER’S PROGRAMME DID YOU APPLY FOR ON SØKNADSWEB?**
Changes will not be accepted. Please read carefully the information concerning the programme you are applying at: [www.ntnu.edu/studies/nordic-master-programmes](http://www.ntnu.edu/studies/nordic-master-programmes).

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**PREDEFINED STUDY TRACK**

Please note that you will spend one year at one partner institution and the second year at another partner institution. Please read carefully about the possible tracks for your chosen study programme on [www.ntnu.edu/studies/nordic-master-programmes](http://www.ntnu.edu/studies/nordic-master-programmes) . **Please note that each programme have predefined study tracks.**

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| **University 1: (FIRST YEAR OF STUDY)** |

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| **University 2: (FINAL YEAR OF STUDY)** |

**I PERSONAL DATA**

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| --- | --- | --- |
| Family name | First and middle names  | Gender |
| Date of birth | Norwegian ID number (if applicable) | Nationality |
| Permanent address | Post code / City | Country |
| Change of address (if applicable) | E-mail | Change of e-mail (if applicable) |
| Phone: |  |  |

**II EDUCATIONAL BACKGROUND**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| List all educational institutions you have attended, starting with Secondary School and include any college/ university education now in progress. Give dates of attendance.

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| --- | --- | --- | --- |
| **Name of institution** | **Degree** (BA, BSc, BEng, BTech, MA, MSc, MEng, MTech etc.) | **From**(month/ year**)**  | **To**(month/ year) |
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**If you have written a thesis or dissertation in connection with a degree mentioned above, please give its title:**........................................................................................................................................................................................................................................ |

**IV WORK EXPERIENCE:**  Application number:

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| Please outline all your work experience here, including position/nature of work, institution and dates of employment. (Please enclose official documentation of work experience gained after completing your BA, BEng, BSc or BTech degree or equivalent degree or MA, MEng, MSc or MTech degree). |
| **Institution/Organisation:** | **Occupation/title/position** | **From** | **To** |
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**V Knowledge of English**

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| **1. Do you have any knowledge of English?**  Yes No **If yes,** please specify: Native language Fluent Good Moderate Poor**2. TOEFL score/ please give date for the test: IELTS score/ date for the test:****Exemption:**  Yes NoIf yes, please give your reason for exemption according to the English admission requirements mentioned on our website at [www.ntnu.edu/studies/langcourses/languagerequirements](http://www.ntnu.edu/studies/langcourses/languagerequirements) |

**VI OTHER RELEVANT INFORMATION**

Reasons why you want to study this particular programme

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**VII FINANCING**

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| I intend to finance my studies by: |

**VIII STUDENT HOUSING**

(Not applicable for students who will spend their first year at another university than NTNU)

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| --- |
| **I hereby apply for:**  **Single room**  |

**IX EMERGENCY CONTACT PERSON**

|  |
| --- |
| Person to be notified in case of emergency ( Give name/ postal address, email address and phone number): ......................................................................................................................................................................................................................................………………………………………………………………………………………………………………………………………………………………Relationship to student: ..................................................................................................................................................................................... |

**X: PLEASE SIGN HERE IF YOU AGREE TO THE FOLLOWING STATEMENTS**

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| I will grant NTNU permission to make enquiries about my educational documents at the foreign education authority responsible for issuing these documents.I will grant NTNU permission to investigate the authenticity of my educational documents.Date……………………………. Signature…………………………………………………………………………………………. |

**XI: APPLICANTS WITH SPECIAL NEEDS**

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| Applicants with special needs must indicate this in the application. Note that applicants with any form of disability are treated on an equal basis to all other applicants. This information is only required to plan the adaptation measures required to give students universal access. Do you have special needs Yes..... No.....If yes, please specify: |

**XIII ENCLOSURES**

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| List of enclosed documents:1. .............................................................................................. 5. ................................................................................................2. .............................................................................................. 6. ................................................................................................3. .............................................................................................. 7. ................................................................................................4. .............................................................................................. 8. ................................................................................................ |

If you need more space to answer any of the questions, or to give additional information that you feel might be important for the evaluation of your application, please use item VI, B, or an extra sheet of paper. I confirm by my signature that the information given in this final application form and the certified documents enclosed with this form are correct.

**Signature: ………………………………………………………………………………………………………………..**

**INSTRUCTIONS FOR FILLING IN THE FINAL APPLICATION FORM**

**Note:** The final application will not be considered unless all sections have been filled in, and all required documents have been uploaded to your application on Søknadsweb.

**Required documentation:**

1. The pages of your passport showing your photo, your full name, your date of birth and your nationality

2. If applicable, documentation of change of name (e.g. marriage certificate)

3. All your educational documents including:

• diploma/certificate/transcript from Higher Secondary School

• official transcripts and diploma from all your college/ university education

• TOEFL or IELTS test results (if not forwarded directly to NTNU, see item V. below)

4. Letters of recommendation and letters from employers confirming work experience

5. Documentation of financing: Name of sponsor, amount per year (please note that the minimum amount required per year is NOK 100 950,-) confirmation of scholarship, bank guarantee etc.

**Please note**: **If you are applying to MSc in Innovative Sustainable Energy Engineering and plan your University 1/ first year of study at a partner University, you don’t need to document financing at this stage.**

**Please upload originals or true copies of the original. In some cases, we require that educational certificates must be sent directly from the school/university. Documents which are not originally in Norwegian, Danish, Swedish or English, must be accompanied by an authorized translation of the original document in English.**

Students who are admitted to the Norwegian University of Science and Technology should bring with them all the original documents when they arrive in Trondheim. NTNU reserves the right to require students to present all original certificates, diplomas, transcripts in case this is considered necessary. Students failing to present all relevant original documents upon request may be denied admission or later told to leave the university, even after arriving in Norway.

**Verification of educational documents: Due to an increasing problem with false educational documents, new regulations dictate that we have to verify such documents with the help of outside agencies where this is possible.**

**To all applicants who have a first degree from China: Please note that you have to submit an application for verification of your educational documents (diploma and transcripts) to the China Academic Degrees and Graduate Education Development Center (CDGDC)** [**http://www.chinadegrees.cn/en**](http://www.chinadegrees.cn/en) **before forwarding your documents to NTNU.**

**Your application will not be considered for admission unless we receive a verification report from CDGDC.**

**To all applicants who have a first degree from Pakistan: Please note that you have to submit an application for verification of your educational documents (diploma and transcripts) to HEC (The Higher Education Commission)** [**http://www.hec.gov.pk/Pages/main.aspx**](http://www.hec.gov.pk/Pages/main.aspx) **before forwarding your documents to NTNU.**

**Your application will not be considered for admission unless we receive verification from HEC.**

Please be aware that the offer of admission may be withdrawn if the applicant has not given correct and complete information about his/ her educational and vocational background when filling in the application form.

**Letter of Admission/ Information about the result of your application**

Students who are admitted will receive a letter of admission in April/May 2015.

Please be aware that the Office of International Relations does not have the administrative capacity to answer questions regarding the status of your application over phone, email or post before the admission has been finalized. Since our Office of International Relations consider the information given in the final application form as private and confidential, we are not able to consider requests from friends/ students/ relatives already staying in Norway, who on the applicant’s behalf have been asked to contact our office to find out about the status of the applicant’s application.

In the letter of admission the student will be asked to **confirm acceptance** of the seat he/she has been offered at. The «Acknowledgement Form» must be returned to the Office of International Relations within the date stated in the letter of admission. Failure to confirm acceptance of the seat within this date, will result in the seat being offered to another applicant on the waiting list for admission.

The Office of International Relations at NTNU will book a single room at Moholt Student Village or another student village in Trondheim run by the Student Community Organisation (SIT) for all admitted students at the international master’s programmes. Please let us know if you do not need a room at the student village. Admitted students who will start their studies at NTNU will receive more detailed information about how to apply for a visa and student residence permit, the single room accommodation and arrival information together with the letter of admission. One week before the international master’s programmes begin at NTNU in mid-August 2015, the Office of International Relations invites all the new international students starting at NTNU for an Orientation Week.

On behalf of the Office of International Relations I would like to wish you good luck with forwarding your final application.

Sincerely yours,

Mrs Oddrun Maaø

Programme Coordinator

Office of International Relations, NTNU