

**VERIFICATION FORM**  
**Upper Secondary Education**

**INFORMATION FOR THE APPLICANT**

**You do not have to include this form, if you have one of the following educations:**

- Upper secondary educations from: SE/NO/FI/IS
- International / European / Danish-French Baccalaureate
- (i)GCSE/GCE

**Who fills in this form?**  
This form has to be filled-in by your institution. The Verification Form must be stamped and signed by your institution in order to be accepted.

The institution must fill in the number of hours of instruction (of 60 minutes) for each relevant subject you have studied during the final three years of your education as detailed below.

**The Verification Form must be supported with the following documentation:**

- Original Diploma and Transcript of Records from the upper secondary education
- Certified translations of the original Diploma and Transcript of Records

*Please note, Roskilde University does not accept language tests (e.g., TOEFL) to prove the language skills.*

See [this](#) page for full list of required documentation.

**INFORMATION FOR INSTITUTIONS**

Roskilde University requires applicants to submit a form detailing their number of hours of instructions from their upper secondary education to check if they meet the specific admission requirements for their desired bachelor program. If this information is not provided, Roskilde University cannot process the application.

- The stated number of hours of instruction **must** be of 60 minutes. If the hours of instruction are of 45 minutes, they must be converted to hours of 60 minutes first.
- The hours of instructions **cannot** include preparatory hours the student may have done.
- If the subject titles on the form does not correspond to subjects on the transcript, please see the subject guide for which disciplines each of the overall subjects includes.

Thank you for your kind support to your former students and our possible prospective student.

**SUBJECT GUIDE FOR INSTITUTIONS**

Roskilde University considers the following subjects as containing a variety of different subjects that may be used to supplement the applicants' specific subject requirements. Please note this is a guide and not an exhaustive list as we recognize that categorical subjects are not universal.

- **English and other foreign language:** Lessons cannot be based purely on grammatic and verbal understanding of the language. The language lessons must include, or be supported by additional subjects, History, Culture and Sociological content related to the language.
- **Mathematics:** Disciplines included are Algebra, Reduction, Fractions, Statistics and Percentages, etc.  
*Disciplines not included: Economics.*
- **History:** Disciplines included are Contemporary & Ancient History, Geographic & Cultural History **or** History of Ideas.  
*Disciplines not included: Philosophy, Art History, etc.*
- **Social Science:** Subjects that include Politics, Economics **and** Sociology.  
*All three disciplines must be a part of the subject.*

**LANGUAGE GUIDE FOR INSTITUTIONS**

If the student can document the following minimum of level within the CEFR (Common European Framework of Reference) for the stated languages taught as a second language, you do not need to fill in the additional language section.

- B1: French / Italian / Spanish / German
- B2: English

**VERIFICATION FORM  
Upper Secondary Education**

PERSONAL DETAILS	
Name of the student	
Date of birth	
UPPER SECONDARY EDUCATION	
Name of the upper secondary school	
Name of the upper secondary education <i>Diploma title in the original language</i>	
Primary language used in upper secondary education	

NUMBER OF HOURS OF INSTRUCTION OF 60 MINUTES				
	3rd last year of upper secondary education	2nd last year of upper secondary education	Last year of upper secondary education	Total number of hours of instruction
<b>Year of attendance</b> <i>E.g., 20/21, 21/22, 22/23, etc.</i>	/	/	/	<del> </del>
<b>Study Year</b> <i>E.g., Grade 10, Grade 11, Grade 12, etc.</i>				<del> </del>
ALL BACHELOR PROGRAMS				
English				
INTERNATIONAL BACHELOR IN NATURAL SCIENCES				
Biology				
Biotechnology				
Chemistry				
Geoscience				
Mathematics				
Physics				
INTERNATIONAL BACHELOR IN SOCIAL SCIENCES				
Mathematics				
History				
Social Science				
BACHELOR IN GLOBAL HUMANITIES				
History				
<b>One additional language</b> <i>E.g., French, Spanish, etc.</i>				
Started <b>in</b> upper secondary education	<b>Yes</b> <b>No</b>			
Started <b>prior to</b> upper secondary education	<b>Yes</b> <b>No</b>			
<b>Mathematics</b> <i>Only relevant if you consider studying one of the following subject modules:</i>				
<ul style="list-style-type: none"> <li>• <i>Business Studies</i></li> <li>• <i>International Studies</i></li> </ul>				

**I hereby declare that the above information is correct**

\_\_\_\_\_  
Date and place

\_\_\_\_\_  
Stamp and signature of the headmaster or registrar of the institution