

ADDITIONAL APPLICATION FORM - 2023

INTERNATIONAL MSC PROGRAMMES: MSC IN SUSTAINABLE TRANSPORT AND URBAN MOBILITY, MSC IN ECONOMICS AND BUSINESS ADMINISTRATION

This form must be used by all applicants who are either applying directly from abroad, or who have a temporary (not permanent) residence permit in Norway ("International Applicants" who apply within the application deadline: 15 December 2022). This form must be uploaded as document no 1 with your online application. Educational consultancies or agents, or any other third party/ person, cannot fill in this form, apply for admission or upload any documents on behalf of individual applicants at HiMolde. First read the documentation requirements under "Application Procedures" very carefully before filling in this additional application form, and before you start uploading any of your application documents. Molde University College - Specialized University in Logistics (HiMolde) is under no obligation to process applications which are not complete or which are lacking any of the required documentation. HiMolde will verify the educational documents, either in connection to the application process or alternatively shortly after the admitted students have arrived in Norway/Molde.

Doc.	Check list for all the required documents under "Application Procedures", to be uploaded in the Application Portal: "Søknadsweb" by the International Applicant.
1	This filled in and signed "Additional Application form". All parts of the form must be filled in.
2	CV with information about your educational background and relevant work experience
3	Secondary School Certificate (s)/ or Higher School Diploma (s) and transcripts of records – officially signed and stamped.
4	University Degree Certificate (s)/ Diploma (s), and officially signed and stamped transcript (s). The applicant must also include information about the grading scale of the higher educational institution.
5	Documentation of English Language Proficiency if required by the applicant (Recognized English test)
6	Copy of Passport (first page showing name, date of birth, sex, nationality)/ or European ID card for EU citizens. Applicants from countries outside EU/ EEA, and who already have a valid temporary residence permit in Norway, must in addition to their passport copies, also document their permit by sending a copy of their valid Norwegian Residence Card.
7	Motivation Letter (Maximum 450 words)
8	Recommendation/ confirmation letters if any from previous education and work experience. No standard format is available by HiMolde.
9	Financial Documents (required for all international MSc applicants from countries outside EU/EEA). Check the financial documentation requirements in more details under "Application Procedures".

When filling in your names and personal data in the online application portal: Please give your names as they appear in your PASSPORT. For the sake of file-keeping it is essential that only one family name is given. If, however, you have two family names (e.g. maternal and paternal family name), please use the one used more frequently or considered the most «important». Use the name (s) consistently throughout all correspondence with HiMolde. Regarding Norwegian personal (ID) number: Norwegian citizens and foreign citizens from countries outside EU/EEA residing in Norway for more than 6 months already have or will usually obtain a personal Norwegian ID-number. International students receive such a number upon application to the Taxation Office about 3-4 weeks after their first arrival in Norway. The group of applicants from countries outside EU/EEA, having a temporary residence permit in Norway, is still considered as "International Applicants" at HiMolde, and should register their application as such in the application portal / "Søknadsweb". They must also meet all the financial requirements under document 9.

I Other applications at HiMolde or other higher educational institutions:

Have you previously applied to Molde University College - Specialized University in Logistics?

• Yes, when? Study Programme: **No**

1. Are you at the same time applying for admission to other MSc programmes in Norway?

A: Other higher educational institutions in Norway? • Yes • No

If yes, please give the name of the higher educational institution and educational programme in Norway:

B: Higher Educational Institutions in other countries than your home country? • Yes • No

If yes, please give the name of the higher educational institution, and educational programme in other countries than Norway:

2. If you have already been accepted to another higher educational institution or school in Norway or another country, please give its name:

..... **date of entry:**

Educational programme:

and the date when you expect to complete your studies

(You can upload additional documents like transcripts, diplomas, letter of admission etc. with your application)

II Educational background:

List all educational institutions attended, beginning with Secondary School and include any university/ college education now in progress. Give dates of attendance (Please remember to upload official certified copies of original diplomas/ transcripts of all educational levels – Both Bachelor's and Master's Level when applying – see document 4).

Name of institution	Degree (BBA, BA, BSc, BEng, BTech, MBA, MA, MSc, MEng, MTech etc.)	Academic area within the degree listed	From (month/year)	To (month/year)

If you have written a thesis or dissertation in connection with a degree mentioned above, please give its title:

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III Work experience:

Please outline all your work experience.

Include position/nature of work, institution and dates of employment

(Please upload confirmation letters of official documentation of work experience gained after completing your BBA, BA, BEng, BSc or BTech degree or equivalent degree or MBA, MA, MSc, MEng or MTech degree from your respective employers under document 8 when applying).

Institution/Organisation:	Occupation/title/position	From (month/year)	To (month/year)

IV Residence permit:

Are you applying directly from your home country (please mark with X)?

- Yes
- No

If no, please mention the country you have stayed in the last year, and the type of residence permit in this country:

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Have you previously been sponsored either by the Quota Scheme, NORAD Fellowship/NOMA Programme, NORPART programme, NORHED programme, NUFU programme, Eurasia Programme, Collaboration Programme with Russia, UTFORSK Programme or any other International Strategic Partnership Programmes financed nationally in Norway by HK-Dir (DIKU/SIU), NORAD, NFR?

- Yes
- No

If yes, please specify the educational programme, higher educational institution, financial scheme, and financial support period (month/ year for the beginning and end of the educational programme):

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Do you already have a temporary or permanent residence permit or work permit in Norway (please mark with X)?

- Yes
- No

If yes: • As a student • As a spouse • Work permit • Other types of permit

(Please document your Norwegian residence card/ work permit by enclosing both a copy of the relevant pages in your passport, and your valid Norwegian Residence card when uploading your documents in the application portal – see check list document no 6)

V Emergency contact person:

Person to be notified in case of emergency (Give name/ postal address, email address and phone number):

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Relationship to the applicant/ student:

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VI Additional documentation requirements for applicants from some countries outside EU/ EEA.

These documents must be sent directly by post to Molde University College – Specialized University in Logistics (HiMolde) at latest by 1 February 2023 (last postal/ sending deadline):

- For international applicants who are not exempted from the formal English Language Requirements, a recognized English Language Proficiency test (TOEFL or IELTS tests with the required score result) must be sent directly from the respective TOEFL centre or British Council test centre where the test has been taken. In addition, the applicants who have completed one of these tests within the application deadline: 15 December 2022, must upload a copy of the original test result or alternatively the registration form from the test centre, showing that they will take the test in good time before 1 February 2023, as document 5 in the check list when applying. For verification reasons the TOEFL or IELTS test result must not be older than two years (not older than 1 February 2021 for admission in 2023, preferably a newer test taken in 2022).
- Pearson PTE Academic Test must be sent online from the Pearson secure online portal to odd.a.eidem@himolde.no – Please remember to mark your result with your application number when sending the test result online. Last deadline for submitting the Pearson PTE Academic test: 1 February 2023.
- *Applicants who have completed their degrees from P.R. of China, must submit an application to CSSD (Centre for Student Services and Development, under the Chinese Ministry of Education (MOE). The documents (verification reports for both degree certificates and transcripts from CSSD) must be uploaded to the application portal within 15 December 2022, together with all the completed degree diplomas and transcripts from the educational institution where the education has been taken. In addition to the verification reports from CSSD, all applicants from P. R. of China must document educational documents mentioned under document 4, and all these documents must be sent latest within 1 February 2023 directly to HiMolde as a hard copy by post for the application to be followed up (see also below).
- **Applicants who have completed their university degrees from Pakistan, must submit an application to the Higher Educational Commission (HEC) in Pakistan. Once the transcript (s) and diploma (s) have a HEC stamp, the documents must be uploaded to the application portal within 15 December 2022 as document 4. The degree certificates/ diploma (s), and all the pages of the transcript of records must be certified by HEC and sent directly from HEC to us. In addition, the certified educational documents at bachelor's and master's level must be sent as hard copies directly from the educational institution (s) where the education has been completed by post to HiMolde at latest within 1 February 2023 (see also below). Without these documents the application will be rejected.
- Applicants who have completed their university education in Cameroon, Eritrea, Ethiopia, Ghana, Nigeria, Sudan, Bangladesh, Nepal, India, Pakistan**, P. R of China*, the Philippines, and the US, must in addition to uploading of educational documents online with their online applications, also send their educational documents as hard copies by post directly from the higher educational institution (s) where the education has been completed, and at latest within 1 February 2023 (Last postal deadline). If HiMolde is not receiving these additional documents within this deadline, the application will be rejected because it is not complete.
- If you need more space to answer any of the questions, or to give additional information which you feel might be important for the evaluation of your application, please attach an extra sheet of paper, and upload this extra document together with this additional application form as document no 1 with your online application as an International Applicant in "Søknadsweb". The additional documents mentioned above, must be marked with your application number (generated from "Søknadsweb" - The Application Portal for International Applicants), and sent by post to the following postal address:

Application International MSc programmes

"Your application number"

Attention: Senior Adviser/ International Coordinator: Mr Odd Arne Eidem,

Office of the Director of Studies and Academic Affairs

MOLDE UNIVERSITY COLLEGE - SPECIALIZED UNIVERSITY IN LOGISTICS (HiMolde)

P.O. Box 2110, NO-6402 MOLDE,

NORWAY

Postal address for registered post (like DHL): Britveien 2, NO-6410 Molde, NORWAY (instead of using P.O. Box 2110).

Declaration and Signature Form

I confirm by my signature below that the information given in this additional application form, and all the uploaded documents with my application as an International Applicant to one of the International MSc programmes at HiMolde in the Application Portal/ "Søknadsweb" for admission in 2023 are correct.

I confirm that I am familiar with the regulations concerning applications and admission to the international MSc programmes at the Molde University College – Specialized University in Logistics (HiMolde). I have carefully gone through the different steps mentioned in the "Application Procedures", and the academic requirements under "Admission" for the respective international MSc programme applied for on the English home page of HiMolde: <http://www.himolde.no/>.

I hereby confirm that all uploaded documents are authentic documents. I agree that HiMolde can contact the educational institution issuing the documents uploaded with this application to verify and check the authenticity and correctness of all the application documents. I am aware that I am responsible for presenting the original diploma (s)/ certificate (s), and the originals of complete transcripts of records and certificates upon request from HiMolde's administration working with international MSc admission. I also understand and agree that giving incorrect, lacking or deceptive information, will affect the process of my application for admission, and also the right to keep a seat offered of admission at HiMolde, if later admitted to the MSc programme applied for. I understand and agree that applicants or students failing to present all relevant original documents upon request by HiMolde administration working with international MSc admission, may be either denied admission or as admitted students later be told to leave HiMolde. Any forgery will be affected by the Norwegian General Civil Penal Code, and will be reported to the Police. I understand and agree that educational institutions, where the documents have been issued, might be informed about any falsifications of their educational and other documents issued by them.

As an International Applicant, I also agree to upload the required documents from all the higher educational degrees I have completed so far, and also all higher education that is still in progress (officially stamped, signed copies taken from the original educational documents, and translations in English of these documents where this is needed). I also agree not to withhold any relevant information requested in relation to my application for admission to one of the International MSc programmes at HiMolde.

Name of the International Applicant written in capital letters:

First name (given name as mentioned in your passport):

Family name (surname):

Sex (Man/ Female):

Nationality (citizenship):

Date: Signature

Please attach a recent photo here

(Write your signature with handwriting, not capital letters, including both your first name and surname)

For recent photo:

First take a copy of a recent colour photo, and then attach this photo to this form, before uploading the "Additional Application Form" online as the document no 1 mentioned in the check list.