



LUND
UNIVERSITY

Request for deferment of studies

Personal details

First name

Surname

Personal identity number

Email

Phone number

I am admitted to

starting autumn spring, year and am hereby requesting a deferment of studies.

I wish to begin my studies autumn spring, year

Special reasons for deferment of studies can include social, medical or other special circumstances.¹ Fill in the reason below that best matches your situation:

Employer decided to postpone my leave of absence (include certified copy of the employer's decision).

Basic military training or civilian military service (include certified copy of the draft order).

Employment or service in the armed forces in accordance with Section 12 of the Act (2012:332)² (include certified copy of certificate).

Childcare (include certified copy of certificate).

Illness (include doctor's certificate).

Elected position in a student union (include certified copy of certificate).

Other (include an account of the reason as well as certified copies to support the account).

Please note

Applications for deferment are to be sent to the department responsible for the course or study programme to which you have been admitted. Find the relevant department for your studies at www.lu.se/institutioner. In order to claim your place, you must apply for the course or programme via www.antagning.se before the application deadline and, in connection with this, upload or send the deferment decision to *PostNord Strålfors AB, Att: Antagningservice, R 312, 190 81 Rosersberg*, and respond to the notification of admission within the appointed time.

Signature

Date

Signature

Decision

Date

Reg.no

Deferment granted until Autumn semester

Spring semester

Deferment denied.

Justification (if deferment is denied)

Decision by, print name

Signature

Deferment of studies

Students admitted to a programme have the opportunity to apply for a deferment of studies if there are special grounds.

Special grounds may be that your employer has postponed your leave of absence, in accordance with Swedish legislation on leave of absence for studies, that you have been drafted for basic military training, or that you have fallen ill.

Applications for deferment are to be sent to the department responsible for the study programme or course to which you have been admitted. Find the relevant department for your studies at www.lu.se/institutioner.

In addition to your personal details, the application must include the programme concerned and your grounds for deferment. These grounds must be supported; therefore, you must include, for instance, certified copies of relevant documents (doctor's certificate, draft order, etc.).

If the programme you have been admitted to requires you to accept your place at the programme, you need to accept your admission to keep your place, while awaiting the department's decision.

If you are granted a deferred start to your studies, you must apply for the course or programme to claim your place at www.antagning.se by the application deadline and, in connection with this, upload or submit this decision to

PostNord Strålfors AB
Att: Antagningservice
R 312
190 81 Rosersberg

as well as respond to the admission decision within the appointed time.

The appeals process

If you wish to appeal the decision to reject your application, you should write to the Higher Education Appeals Board of the institution. Your appeal is to be sent to Lund University, however.

Postal address: **Antagningsavdelningen**
Lunds universitet
BOX 117
221 00 Lund.

Email: antagning@stu.lu.se

Your written statement should include the decision you wish to appeal, for example by noting the reg. no. of the decision, and the change you wish to see made in the decision. Start your letter of appeal with "To The Higher Education Appeals Board" and the reg. no/application no. must be included.

The appeal is to have been received at Lund University within three weeks of the day on which you were informed of the decision by the University. Late submissions will be rejected pursuant to Sections 44–45 of the Administrative Procedure Act (2017:900).

Tuition fee-paying students

If you have been admitted with a condition to pay tuition fees, you must meet the special reasons as well as fulfilling your admission's condition to be granted a deferment of your studies. You fulfill your condition to pay tuition fee by paying for the first semester of full-time studies, 30 credits.

If you are required to pay an application fee, Lund University can grant an exemption from paying the application fee when you reapply for the course or programme for which you were granted a deferment. The exemption is applied locally at Lund University; to be granted an exemption from the application fee for

the study programme, you must follow the instructions below step by step.

1. Apply for the programme for which you were granted a deferment via www.antagning.se.
2. Upload the decision on deferment to your account in www.antagning.se.
3. Instead of paying the application fee for the programme on www.antagning.se you must, as soon as you have applied, inform the admissions division at Lund University on antagning@stu.lu.se that you have re-applied.

Lund University processes your personal data in accordance with the Data Protection Ordinance, GDPR.
[Processing of personal data at Lund University.](#)

1. 1§ Universitets- och högskolerådets föreskrifter om anstånd med studier för antagna samt studieuppehåll ([UHRFS 2013:3](#))
2. 1§2 Universitets- och högskolerådets föreskrifter om anstånd med studier för antagna samt studieuppehåll ([UHRFS 2013:3](#))