Verification Form – Statement of hours

How to fill in the form
Fill in the sections **personal details** and **number of hours of instruction of 60 minutes**. The verification form must be filled in, stamped and signed by your school to be accepted. * **Please note that:** • the stated number of hours of instruction must be of 60 minutes. If your hours of instruction e.g. are of 45 minutes, you must convert them to hours of 60 minutes first. • you should only include hours of instruction. You should not include hours for preparation. • the subject title on the transcript of grades must correspond to the subject title on the verification form. • if your foreign upper secondary education does not correspond in level to a Danish upper secondary education, we do not include the hours of instruction for all 3 years. • English as a subject must be passed with a grade equivalent to a minimum of 2.0 on the Danish 7-point grading scale. • If you are unable to obtain stamp and signature from the headmaster or registrar of the school on this form, the form will not be accepted as valid documentation of your English language skills. Then you must document your English language skills by one of the English language tests accepted by UCPH.

Personal details
Name of the student:
Date of birth (dd/mm/yyyy):
Name of the upper secondary school:
Name of the upper secondary education: (diploma title in the original language)

Number of hours of instruction of 60 minutes				
Subject	**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
English				

I hereby solemnly declare that the above information is correct:

Date and place

Stamp and signature of the headmaster or registrar of the school

***Remember to include your original upper secondary school diploma and transcripts with your application when you submit this statement of hours.**