

Checklists and examples – attestation of third-cycle studies (doctoral studies)



Instructions

This document contains checklists and examples regarding:

- Attestation of studies that the university issues in connection with an application for an initial residence permit for doctoral studies
- Attestation of studies that the university issues in connection with an application for an extension of a residence permit for doctoral studies.

Upon an **application for an initial residence permit for doctoral studies**, the doctoral student must append both the university's formal admission decision and an attestation of studies. Both so that the Swedish Migration Agency will be able to see that the doctoral student is admitted to doctoral studies, but also to provide supplemental information regarding how living expenses will be covered, etc. as a basis for the decision on a residence permit.

Upon an **application for an extension of a residence permit for doctoral studies**, the doctoral student must append an attestation of studies from an authorised person (such as a supervisor), which among other things presents an account of the progress of the studies, expected completion date and information on earlier and current forms of living expense coverage.

The Swedish Migration Agency: Checklists and examples – attestation of third-cycle studies (doctoral studies)

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1 Application for an initial residence permit for doctoral

Upon an application for an initial residence permit for doctoral studies, the doctoral student needs to send in both a formal admission decision (which may have different formats at different universities) and an attestation of studies from the university in Sweden.

Unless the attestation of studies meets the requirements presented in the checklists below, the application will probably need to be supplemented, which delays the handling process.

1.1 Formal admission decision

A copy of the university's formal admission decision shall be appended to the doctoral student's application for an initial residence permit.

A basic requirement to be eligible for a residence permit for doctoral studies is that the doctoral student is admitted to a university in Sweden under a final admission decision. This means that the admission must be final before the doctoral student submits an application for a residence permit. Planning to be admitted in the future is not enough; nor is it enough if the admission is tied with conditions.

So note that the requirement is that the admission must be definite. However, it is not a requirement that a decision has been made regarding employment when the doctoral student submits his or her application.

1.2 Checklist for attestation of studies

An attestation of studies that is issued for the application for an initial residence permit for doctoral studies should contain the information presented below. The certificate is a complement to the formal admission decision. The certificate should be issued by an authorised person at the university with knowledge of the doctoral student's planned studies.

- **Heading stating the certificate's content**
For example, "Attestation of studies regarding a first-time application for a residence permit for doctoral studies in Sweden"
- **Date of issue**

- **Doctoral student's personal information**
Name and date of birth/personal identity number (and reference/case number with the Swedish Migration Agency, if available).
- **Information about the studies**
The programme concerned and when it is to begin. An estimated start date should be given in the format year – month – day. If there is a final date to begin the programme, it should be stated. The certificate should also contain information on when the doctoral student is expected to complete the programme. An estimated date for completion should be given in the format year – month – day. This is important as the Swedish Migration Agency can give up to four years residence permit for doctoral students. The certificate should also provide a short description of the focus of the doctoral student's planned research.
- **Information on covering living expenses**
If the doctoral student will receive a salary, a grant for living expenses and/or a scholarship, and during what period. Information on how much the doctoral student will receive in disbursements per month. As a student of third-cycle studies may receive a residence permit for up to four years it is important that it is noted in the certificate if the employment is guaranteed during the entire programme length on condition that the studies progress as expected, or not.

If the doctoral student is to finance his or her studies through wages, a grant for living expenses and/or scholarship(s) from an external party, this should be indicated. The doctoral student must then also append documents that verify this in his or her residence permit application
- **Signed by authorized staff at the university/college**
Signature by issuing staff member (including clarification of signature).
For example, the principal supervisor, the department's director of studies or the head of the department.

See example certificate below.

1.3 Example certificate

Exempel certificate for an application for an initial residence permit for doctoral studies.

Please note that this is an example of what a certificate might look like. It is the university that determines the format of its certificates.

<Place and date>

Attestation of studies regarding a first-time application for a residence permit for doctoral studies in Sweden

My name is *<name>*, *<position>* at *<department>*, *<university>*. I am writing this certificate for the purpose of supporting the application for a residence permit for doctoral studies for *<doctoral student's name>*, *<date of birth>*.

The educational programme is intended to begin on *<day-month-year>*, and is expected to last until *<day-month-year>*. *<brief description of the doctoral student's planned research>*.

After arriving at *<university>*, *<doctoral student's name>* will be employed, and will then initially receive a salary of SEK *<amount>* per month. The employment is guaranteed during the entire programme length on condition that the studies progress as expected.

Or

<doctoral student's name> is being financed through scholarship(s) from *<scholarship provider>*.

<name>

<position>

<contact information>

Appendix

Copy of formal admission decision

2 Application for an extension of a residence permit for doctoral studies

2.1 Checklist for attestation of studies

In the Swedish Migration Agency's review for an extension of a residence permit for doctoral studies, we need to look at the study results and continued study plan.

An attestation of studies that is issued for the application for an extended residence permit for doctoral studies should contain the information presented below. The certificate should be issued by an authorised person at the university with knowledge of the student's on-going studies.

Here, a certificate of enrolment does **not** mean a Ladok transcript

The certificate should contain the following:

- **Heading stating the certificate's content**
For example "Attestation of studies regarding extension of a residence permit for doctoral studies".
- **Date of issue**
- **Doctoral student personal information**
Name and date of birth/personal identity number (and reference/case number with the Swedish Migration Agency, if available).
- **Information about the education**
What programme and when it began.
- **Information about the study plan**
Expected end date for the programme. Provide the expected end date in the format year – month – day. The Swedish Migration Agency understands that this may change over time. An estimated date needs to be provided.
State if the studies are progressing according to plan or not. If the studies have taken more time than expected, the reason for the delay should be stated.
- **Information about study performance**
A brief statement regarding the doctoral student's performance in the latest permit period. If the issuer of the certificate does not believe the doctoral student has made acceptable progress in his or her studies, this should be clearly described.
- **Information on coverage of living expenses**
Information should be provided on how the doctoral student's living

expenses are currently being covered (scholarship, salary, etc.), the size of disbursement per month and for what period.

If the doctoral student is to finance his or her studies through wages, a grant for living expenses and/or scholarship(s) from an external party, this should be indicated. The doctoral student must then also append documents that verify this in his or her residence permit application.

As a student of third-cycle studies may receive a residence permit for up to four years it is important that it is noted in the certificate if the employment is guaranteed during the entire programme length on condition that the studies progress as expected, or not.

- **Signed by authorized staff at the university/college**
Signature by issuing staff member (including clarification of signature).
Information about the post held by the person issuing the completed certificate and their contact details. It is also preferable if information about how the student's results were obtained can be provided.

See example certificate below.

2.2 Example certificate

Example certificate for an application for an extension of a residence permit for doctoral studies.

Please note that this is an example of what a certificate might look like. It is the university that determines the format of its certificates.

<Place and date>

Attestation of studies regarding extension of a residence permit for doctoral studies

My name is *<name>*, *<position>* at *<department>*, *<university>*. I am writing this certificate for the purpose of supporting the application for a residence permit for doctoral studies for *<doctoral student's name>*, *<date of birth>*.

<doctoral student's name> has been admitted to *<educational programme>* at *<university>*. The programme began on *<day-month-year>*. *<brief description of the doctoral student's research>*.

The expected end date for the programme is *<day-month-year>*. The studies are progressing according to plan and the doctoral student has performed well during the latest permit period.

<doctoral student's name> is employed as a doctoral student and receives a salary of SEK *<amount>* per month. The employment will continue during the remaining programme length.

Or

<doctoral student's name> is being financed through scholarship(s) from *<scholarship provider>*.

<name>

<position>

<contact information>