

International Transcript Request and Release Authorization Form

Note to applicant: Please complete this form and send it to the registrar or controller of examinations at your institution.

Name of applicant: _____

Previous/maiden name: _____

Date of birth: _____

Name of university: _____

Dates of attendance:

From
(month/year)

To
(month/year)

Student number: _____

I hereby authorize the release of my academic record to the Norwegian Directorate for Higher Education and Skills.

Date:

Applicant's signature:

Note to the institution: The above-named person has applied for his/her academic credentials to be evaluated and requests that a transcript of his/her academic record be released to the directorate.

Please print and send the transcripts in a sealed envelope directly to one of the following addresses:

Regular mail: The Norwegian Directorate for Higher Education and Skills

P.O. Box 236 Sentrum, NO-0103 Oslo, Norway

DHL, UPS and other international courier, parcel and express mail services:

Address: The Norwegian Directorate for Higher Education and Skills, RECOGNITION, DHL Express Service Point (Joker - Kvadraturen), Tollbugata 17, NO-0152 Oslo, Norway

E-mail: recognition@hkdir.no (for the shipping bill, DO NOT USE APPLICANTS E-MAIL ADDRESS)

Phone number: +47 458 30 663

If your education institution uses a digital credential service (such as Parchment), this can replace transcripts sent directly by post. Electronic transcripts can be issued through such a service to recognition@hkdir.no.

Please note that directorate has certain requirements for electronic transcripts and reserves the right to assess whether these are fulfilled. Transcripts sent as e-mail attachments are not accepted.