Application Process
Master’s Courses in Pharmaceutical Medicine
60 credits, web-based distance learning

APPLICATION

1. Register your application at the Application page
2. Send all required supportive documents by mail (DHL or other trusted firm) to Karolinska Institutet, Sweden.

The application and all supportive documents must have arrived to Karolinska Institutet by 17th of October 2016 (see postal address on the next page). If the application does not arrive on time, it will be rejected.

All copies must be attested by a notary public.

CERTIFYING DOCUMENTS

All copies of original documents must be certified as true copies of the original in order for the application to be valid. This means that the copies must be stamped and signed by the issuing institution, or a notary public. In order to certify document copies, you must present both the original and copy of the document to the person carrying out the certification. Each copy and page must be certified separately and clearly indicate:

- The signature of the certifying officer
- The stamp of the issuing institution or notary public
- The name and address or provider/registration number (where applicable) of the certifying officer. This must be printed legibly (able to read) below the signature or in the stamp. It must be possible for Karolinska Institutet to contact the certifying officer if necessary. A stamp stating only "True copy certified" will not be accepted.

Copies of academic documents, for example degrees, diplomas, certificates, etc., must be issued through and certified by a representative of the Academic Registrar’s Office, the Examinations Office, or the equivalent office that issues degrees and official transcripts of records at your university. Certification by other staff, such as faculty or college staff members, is not acceptable.

Applications written in any other language than English or Swedish will be rejected. If translation is needed the translation of the documents must be performed by an authorised translator. Translations by interpreters are not accepted.
APPLICATION CONTENT

Please attach the following required documents to your application in order to certify your eligibility to the Master's Courses in Pharmaceutical Medicine:

1. MANDATORY: Diploma showing your university degree in biomedicine, pharmacology, medicine, odontology or equivalent. The Bachelor's degree or a professional degree needs to be equivalent to a Swedish Bachelor's degree of at least 180 credits. The degree must come from an internationally recognised university.

2. MANDATORY: Official transcript of records of completed courses and grades for each semester.

3. MANDATORY: Work Certificates. Document from your present and previous employer(s) indicating at least your position, type of clinical activity, period of time employed, amount of working hours in relation to a full time job (each day per week equals to 20% of a full time employment). You need to show that you have at least 2 years of relevant professional experience.

If your Work Certificates are in any other language than English or Swedish it is mandatory to send an authorized translation of them. Work Certificates that are not translated will be rejected.

4. MANDATORY: Copy of personal identification (passport, driver's license or ID)

5. RECOMMENDED: Proficiency in the English language (for more information see below).

ENGLISH LANGUAGE

Proficiency in the English language can be documented by an internationally recognized test such as TOEFL: internet based (iBT) with a total score of at least 90 and minimum score of 20 on written test, paper based (PBT) with a total score of at least 575, and minimum score of 4.5 on written test, or IELTS (academic) with an overall mark of at least 6.5 and no band less than 5.5; or other documentation that according to regulations certifies the equivalence of English B at Swedish upper secondary school.

All supportive documents should be sent by mail (DHL or similar is recommended) to this address:

Karolinska Institutet
Executive and Professional Education
Nadja Saltell
Berzeliius väg 3
STOCKHOLM, SE-171 77, SWEDEN
REGISTER OF DOCUMENTS
Attach as “first page” to your Application

Last Name (in capitals): ____________________________________________
First Name (in capitals): ___________________________________________
Email: __________________________________________________________
Phone number: _________________________ __________________________
Gender: Male ☐ Female ☐

Please check the boxes below and attach the following required documents to your application. Submit this registry as the “index” of your application.

1. Diploma showing your university degree (mandatory) ☐ ☐
2. Official transcript of records of completed courses and grades (mandatory) ☐ ☐
3. Work certificates showing at least two years of relevant work experience (mandatory) ☐ ☐
4. Copy of personal identification (mandatory) ☐ ☐
5. Test results from TOFEL or IELTS (recommended) ☐ ☐

Please remember:
• All copies of original documents must be clearly authorized as true copies of the original by the issuing institution or a notary public
• Applications written in any other language than English or Swedish will be rejected
• Submit documents in both original language and in an authorized translation.