



**Swedish Council for
Higher Education**

Swedish Council for Higher Education

TERMS AND CONDITIONS

Ref no
3.1.1-101-17

Date
02/7/2017

Postal address
PO Box 45093
104 30 Stockholm, Sweden

Office
Wallingatan 2
111 60 Stockholm

Phone
+46 10 470 03 00

VAT no
SE202100648701

www.uhr.se

Effective Date: 7 February 2017

Terms & conditions for application fee payments

Citizens of countries outside the European Union (EU), European Economic Area (EEA) and Switzerland are, with a few exceptions, required to pay an application fee when applying to university studies in Sweden. Regulations regarding who is and is not required to pay an application fee at Swedish universities and university colleges, and the amount of the fee, can be found in "Förordning (2010:543) om anmälningsavgift och studieavgift vid universitet och högskolor" (Regulation 2010:543 regarding application fee and tuition fee at universities and university colleges).

Universitets- och högskolerådet (Swedish Council for Higher Education), on behalf of Sweden's universities and university colleges, is the government agency responsible for the application fee process. Universitets- och högskolerådet (UHR) receives application fee payments and makes the determination, in conjunction with Migrationsverket (The Swedish Migration Agency) and/or Skatteverket (The Swedish Tax Authority), regarding whether an applicant is required to pay an application fee or is exempt from the application fee payment. This determination is made according to Regulation 2010:543. Information regarding who is required to pay an application fee can be found on Antagning.se and Universityadmissions.se.

Application fee

The application fee is 900 SEK (Swedish Kronor) per semester for an admissions application submitted at Antagning.se or Universityadmissions.se. The application fee covers all courses, programmes and admissions rounds that the applicant applies to in any one semester at those websites. The application fee must be transferred to the bank account indicated on Antagning.se and Universityadmissions.se.

The application fee is an administrative fee and is non-refundable. If an applicant who is not required to pay an application fee submits the application fee in error, the Swedish Council for Higher Education will not provide the applicant with a refund.

Application fee payment deadline

Information regarding the application fee deadline can be found on Antagning.se and Universityadmissions.se. It is the applicant's responsibility to ensure that UHR has received the application fee payment of 900 SEK by the payment deadline indicated on

Antagning.se or Universityadmissions.se for that specific semester. UHR will not begin processing an application until the application fee has been received in full.

If UHR does not receive the application fee payment by the payment deadline, the application will be considered late.

Any application fee payments received after the application fee deadline will result in the application receipt date being changed from when the application was received by UHR, to the date the late application fee was received. This will result in a change in the status of the application to "late". Late applications are processed at the discretion of each university.

Payment methods

Payments can be made by electronic transfer of funds to UHR using a credit card online, or by the transfer of funds to UHR via a bank.

Credit card payments

Applicants are provided with a link to the online payment service directly after the submission of the admissions application on their account at Antagning.se and Universityadmissions.se. Acceptable credit cards are a VISA, MasterCard or JCB. Applicants will receive a message on Antagning.se or Universityadmissionse.se after their attempt at making an electronic payment using their credit card. This message will provide information regarding the success or failure of their transaction. It is up to the applicant to take any necessary steps to correct any errors that occur during the electronic payment process.

Payment via a bank

Applicants may choose which bank they want to transfer funds from if they wish to pay their application fee using this method. In order for the application fee payment to be correctly matched to the applicant, he/she must provide their bank with their reference number. It is the applicant's responsibility to provide all the necessary information to their bank and to ensure that the reference number is included when the funds are transferred from their bank to UHR's account.

The applicant must also provide the bank with the correct information regarding which account the funds should be transferred to. This information can be found on Antagning.se and Universityadmissions.se.

If the application fee payment arrives at UHR via the applicant's chosen bank without the required information, UHR will be unable to match the payment with the individual applicant and will not credit the applicant for the application fee payment. The application fee payment will not be returned to the applicant. If the applicant does not make arrangements to pay the application fee correctly so that the fee arrives at UHR by the application fee deadline, the applicant's admission application will be considered late.

Currency and bank fees

It is the applicant's responsibility to pay for any bank transaction fees that are charged in order to complete the transaction, both at the bank they select to use to transfer the funds, and at the receiving bank in Sweden.

The applicant can transfer funds in other currencies than Swedish Kronor, such as Euros or American Dollars. It is the applicant's responsibility to ensure that the amount of the payment that arrives in Sweden, after fees have been deducted and the currency has been converted to Swedish Kronor, is 900 SEK.

Fraudulent payments

UHR reserves the right to stop processing an application or revoke an offer of admission if it is discovered that the application fee was paid on a fraudulent basis.