Dear Partner,

Below you will find important information regarding the official transcripts from Lund University School of Economics and Management.

TRANSCRIPTS

New for this year is that at LUSEM we no longer print, sign and send hard copies of academic transcripts by post unless specifically requested by you.

We instead ask the students to download a verifiable digital copy of their transcript via the Student Portal and share it with you.

Once you receive the transcript from the students, you can verify it for 3 months from the date it was issued.

HOW TO VERIFY TRANSCRIPTS FROM LUSEM

1. Go to <https://www.student.ladok.se/verifiera/>

2. Fill in the Civil registration number (Personnummer) and control code (Kontrollnummer) stated at the bottom of the transcript the student sent you.

3. Click on ”Hämta” to verify the transcript.

We have just sent this information to your students. If you do not accept the verifiable digital transcript, we will send a hard copy upon request by you.

If you have any questions, please get back to us by e-mail to [incoming@ehl.lu.se](mailto:incoming@ehl.lu.se).

Sincerely,

/Maria & Camilla, Incoming Team

LUSEM International Office

Web: www.lusem.lu.se/study/exchange

Phone: +46 46 222 33 44

E-mail: [incoming@ehl.lu.se](mailto:incoming@ehl.lu.se)