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Off-Campus Examination Form

Application deadline: 1 month before the examination date

Administration fee: 600NOK - An invoice will be sent to you upon approval of your application.

It is the student's responsibility to make an agreement with an external institution and cover any expenses related to personnel, rental of premises etc. Off-campus examinations must be conducted in accordance with HLT's examination regulations. Please return this form to eksamen@hlt.no.

Personal Information (All fields are mandatory)	
First name:	Last name:
Student number:	Date of birth:
Address:	Postal code and city:
Phone:	Email:
Examination	
Course name:	Exam date:
Course code:	Exam duration (hours):
Reason for Request	
Information about the External Institution	
Institution:	Phone number:
Address:	Postal code and city:
Contact person:	Email:
(X)	
I confirm that the institution has confirmed that I can take the exam at the scheduled date/time and that they are able to provide the required personnel.	
I confirm that I have read and agree with the Off-Campus Examination Guidelines.	
Date, Place	Signature: