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| **[Faculty/Department/Collaborative Centre]** Namn | [20YY-MM-DD]  [Name of recipent or mailing list Delivery address Postal code City/Village Country (if necessary)] |

**Letter of acknowledgement**

**To whom it may concern**

I have received your request and understand that you are interested in the doctoral education at SLU.

This letter acknowledges that you are an interesting applicant for our PhD programme. Consequently, you are welcome to provide us with information according to the list below so we can proceed with the evaluation.

Please observe that this letter is no guarantee that you will be admitted to a PhD programme at SLU. If the evaluation of your credentials is favourable, the last step in the evaluation is a face-to-face interview that normally takes places at SLU. If this is the case, you will receive a formal invitation. Any travel expenses will be paid by us. If, after the interview, the applicant and the department wish to proceed with the evaluation, the next step is for the application to be approved by the faculty board. For additional information about the admission procedure, please see the [SLU Admission regulations](https://internt.slu.se/Documents/internwebben/ledningskansliet/Forskarutbildning/Admission%20regulations%202013.pdf).

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Head of the Department of Xxxx at SLU

 Please mark below if the requested information is attached:

1. Curriculum vitae with certified copies of examination certificates, course certificates etc.
2. One copy of the dissertation for your Master's or Bachelor's degree, or an equivalent independently produced paper.
3. Certified knowledge of the English language equivalent to English B in the Swedish educational system, or an international test such as TOEFL, IELTS or Cambridge ESOL. More information can be found at [www.universityadmissions.se](http://www.universityadmissions.se/)
4. Certified copy of your passport.
5. List with personal references with contact information.
6. Draft of the contract regulating your stipend that you and the donator will sign.