

**COMPLAINT FORM – ADMISSION 2012/13
UNIVERSITY OF STAVANGER**

Please use **CAPITAL LETTERS ONLY** when filling in the form!

- Family- or surname: _____
- First and middle name(s): _____
- Date of birth (DD:MM:YYYY): _____
- Study programme: _____
- Reference number (8 or 9 digits starting usually with 2012) _____

Important information:

- The Complaint Form has to be signed, submitted within the deadline and must contain a copy of your Questback confirmation in order to be considered.

- We will not reconsider/take into account any new information which our applicants did not initially include in the online application. It was the applicant's responsibility to include all relevant information in the Questback application form.

- It is not possible to file a complaint regarding your GPA (Grade Point Average). Despite the fact that you are formally qualified, we only have a limited number of places available and prioritize applicants with excellent marks.

- TOEFL/IELTS test results are only valid for 2 years and expired test results cannot be accepted during the admission procedure.

- All complaints must be submitted within the **three weeks deadline**. Complaints submitted after the deadline will not be considered.

Reason(s) for filing a complaint (Please tick the appropriate box):

Rejection reason mentioned does not comply with the information delivered in the Questback Application Form. Formal mistake made by the Admissions Office at UiS.

Higher Education Institution is recognised by the accreditation agency/Ministry of Education in my home country. Documentation must be attached.

Other reasons - please specify below and attach necessary documentation.

The complaint must mention the decision that the complaint is based on and should also mention the grounds for the complaint.

The Complaint Form has to be scanned and mailed within the deadline to admissions@uis.no or faxed to the following number: 0047 51831042 together with the copy of your Questback confirmation.

Explanation:

Date (DD:MM:YYYY) and Place:

Signature: _____