



**Application for
deferment**
See appendix for instructions

Personal information

Civic registration number	Name
Address	
Postal code	City/town
Phone no	

Study information

Request for respite intend	
Autumn term, year 20 _____	Spring term, year 20 _____

I have been admitted to: (Write the name, the application code and the number of credits of the education)
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Reasons for application for deferment:

You have to enclose proof supporting your reasons for deferment with this application.

I request a deferment because:

Signature

Date	Applicant's signature
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Send your application for deferment to:

Mid Sweden University
Division of Admissions
851 70 SUNDSVALL



Application for deferment

You can apply for deferment due to circumstances you may not be able to influence. The circumstances must generally have occurred after you signed up for your education. Deferment from your studies may not exceed 18 months unless there are exceptional reasons for prolongation of the deferment requested.

Special grounds for deferment can be social, medical or other circumstances, e.g. care of children, military service or civil defence service, missions for the student union or postponed leave according to the law about employers right to leave for education (lagen om arbetstagares rätt till ledighet för utbildning).

The reasons you claim must be motivated and proof of this must be enclosed with this application (e.g. doctor's report).

Application for deferment at Mid Sweden University

Fill in the application for deferment. Send your application together with documents that prove your reasons for applying for deferment to:

Mid Sweden University
Division of Admissions
851 70 Sundsvall

The Division of Admissions is responsible for processing applications for deferment at Mid Sweden University. If you have questions about your application, you are welcome to contact the Division of Admissions at Mid Sweden University:

Phone: +46(0)10-142 8000
E-mail: admissionoffice@miun.se

Mid Sweden University will assess applications for deferment individually. You have to be admitted to an education to get your deferment application approved.

If you are granted a deferment, a decision notice will be sent to you by post. Then you have to apply for the education again and submit/upload a copy of the decision notice along with your application. There will be more information in the decision notice.

If your application of deferment is rejected, you have the right to appeal the decision to the Higher Education Appeals Board (Överklagandenämnden för högskolan). Your appeal should be sent to:
Registar's Office, Mid Sweden University, 851 70 SUNDSVALL

Your appeal must reach Mid Sweden University within **three weeks** of when you received the rejection decision.

Information about the processing of personal data at Mid Sweden University

We need to save and process personal information about you, such as your name, address and social security number. The purpose of such processing is to be able to handle the matter that the filling in of this form results in. We apply current privacy legislation in all processing of personal data. The legal basis for processing your personal data is that the processing is necessary to be able to perform a task of general interest or for the exercise of authority. Your personal data is processed in accordance with the regulations for archives in terms of records preservation and appraisal. You can find information about how this is applied at Mid Sweden University in the current document management plan. If you have questions regarding our processing of personal data, please contact Mid Sweden University's data protection officer - <https://www.miun.se/en/contact/personaldata/>

Mid Sweden University is an authority and as such, it has an obligation to follow the rules for public documents, government archives and official statistics. Therefore, the university will also process personal data in the ways required to comply with current legislation. If someone requests a public document that contains your personal information, Mid Sweden University may disclose it, unless the document is /can be classified. Your personal data is also stored for as long as required by legislation regarding public documents and government archives.

The entity responsible for personal data is Mid Sweden University. You have the right to contact us if you want to know what information we have about you, to request correction, transfer or to request that we limit the processing, to object to, or request a deletion of your information. The easiest way to do this is to contact our data protection officer. You will find information about our data protection officer at <https://www.miun.se/en/contact/personaldata/>

If you have a complaint about our processing of your personal data, you have the right to file a complaint to Mid Sweden University's data protection officer or to the supervisory authority, the Swedish Authority for Privacy Protection (IMY).