

## Request for documentation for tuition fee

### To whom it might concern

The purpose of this letter is to help students in obtaining the required documentation for tuition fee.

The Danish Agency for Higher Education and Science is in charge of administrating the Danish Educational Support. The Danish Education Support covers a scholarship (“Udlandsstipendium”) and a voluntary loan (“Udlandsstudielån”) to cover payment of tuition fee for studies abroad.

In order to receive the scholarship and loan from the Danish Government the students are required to hand in official documentation from their educational institution about tuition fee.

### Requirement of tuition fee

For most fulltime study programs abroad at a Master’s level, the student will have the option to apply for a scholarship and a loan to cover all or part of the tuition fee.

The student can receive a scholarship abroad for a maximum of two years of education corresponding to a maximum of 120 ECTS.

In order for the Danish Agency for Higher Education and Science to grant this scholarship we require specific documentation.

### The documentation must state the following information:

- Student name
- Is studying at (school/university)
- Degree (eg. Bachelor) and subject/major (eg. Economics)
- Tuition fee, amount
- Tuition fee, currency
- Receipt - has the amount already been paid?
- The date on which the tuition must be paid or has been paid
- Period of time covered by the tuition fee
- Further information
- Date
- The educational institution’s signature and stamp

We accept the documentation issued in the format as an invoice/receipt for payment of tuition fee, official letter or on our standard form as long as the required information is present

Please find link to [our standardform that you will find in this link](#).

12. april 2024

**Uddannelses- og  
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CVR-nr. 3404 2012

**The sole purpose of the documentation**

The sole purpose of the documentation is to confirm the tuition fee, that the student must pay to the university.

For the above reason, we kindly ask that you provide the student with the required documentation.

Yours sincerely  
Special Student Grants  
Danish Agency for Higher Education and Science

Uddannelses- og  
Forskningsstyrelsen