*<Navn på student>*

*<Kontaktadresse>*

[*OBS! Dette er bare et forslag. Brevet skal tilpasses programmets behov*]

Ved betinget opptak kan man registrere «betinget tilbud» i FS og bruke denne brevmalen og denne rutinen ELLER man gir «tilbud» i FS, bruker kun tittel og 1. avsnitt fra dette brevet og formulerer resten av brevet som et tilbudsbrev.

|  |  |  |
| --- | --- | --- |
| Your ref | Our ref | Date |
|  |  |  |
|  |  |  |
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Dear applicant / Dear Ms / Dear Mr / Dear <navn>,

**CONDITIONAL OFFER OF ADMISSION TO the Master of science Programme In <programnavn>**

You have applied for admission to the master's programme in <programnavn> within the deadline <15 April / 1 November>. Your application has been processed, and with the reservation that you meet the academic requirements and the required average grade in your bachelor’s degree, you are granted admission as a master’s student in <programnavn>. This implies that <for eksempel: you must achieve a grade of C or better on the subject XXX this semester>.  
  
**Admission or rejection?**In *Søknadsweb* you are now registered with conditional admission. When your examination results are published, this will be changed to either admission or rejection, depending on the grade(s) achieved. The examination results are available by <30 June/10 January>. Results achieved during the current semester must be uploaded in *Søknadsweb* as soon as possible.  
  
**If you are admitted**

When the examination results are published and you meet the admission requirements, you will get an offer of admission in *Søknadsweb*. The department will send you a message by email. It is very important that you inform us, as soon as possible and no later than <*20 July / 20 December >*, whether you accept this offer of admission to the master’s programme as specified. Please register your reply in *Søknadsweb*.  
  
In the email you will get further information about registration and study start. The department will hold a compulsory information meeting for all new master students at <dato, klokkeslett>.

**In case of rejection**

When the examination results are published and you do not meet the admission requirements, your application will be rejected. The department will send you a message by email.  
  
If you have further questions, please contact the student adviser <navn og/eller e-post>.

Yours sincerely,

<Programstyreleder> <Studiekonsulent>

Head of Programme Board Student Adviser