Admissions Office

User authorisation for NyA (the admission system)

Fill in your information and print the form. Once it has been signed by the head of department/equivalent, please send the form to the Admissions Office at Antagningsavdelningen, internal mailing code 13.

Name:  
Title:  Lucat ID:  
Tel:  Email:  

Select the level of authorisation for the NyA web:

☐ Basic user (authorised to look at information, qualifications, applications and applicants’ documents)  
Department (Ladok code):  

☐ Late applications and admission from a waiting list (authorised to look up application alternatives, update the number of places available to applicants on a waiting list, and close for late applications)  
Department (Ladok code):  

☐ Late applications and admission from a waiting list – viewer authorisation (authorised to look up application alternatives, the number of places available to applicants on a waiting list, and late applications)  
Department (Ladok code):  

☐ Assessment (authorised to register assessments)  
Department (Ladok code):  

☐ Output (authorised to produce lists and statistics)  
Department (Ladok code):  

Date:  

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(Head of department/deputy signature)

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(Printed name)