Important information to applicants to Master in Education

Please read this information carefully before you apply.

The admission requirements for Master in Education is:

- An undergraduate/Bachelor's degree in education or equivalent of at least three-years duration (180 ECTS).
- 60 ECTS in the specialization discipline you are applying for.
- Minimum average grade C (in Norwegian scale), in the specialization discipline (60 ECTS).
- Documented proficiency in English language.

To be considered for admission you have to upload the following documents in pdf-format to søknadsweb before the application deadline.

<table>
<thead>
<tr>
<th>Documentation requirement</th>
<th>Relevant documents</th>
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</thead>
<tbody>
<tr>
<td><strong>Identification</strong></td>
<td>Copy of foreign passport or ID card</td>
</tr>
<tr>
<td>- To process your application we need to know who you are.</td>
<td>Documentation of name change (if applicable)</td>
</tr>
<tr>
<td><strong>English test results</strong></td>
<td>See detailed information below</td>
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<tr>
<td><strong>Documentation of finances</strong></td>
<td>Bank statement in your name showing possession of the required amount (NOK 100 920),</td>
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<tr>
<td>- To be eligible for admission you have to show that you are able to support yourself financially throughout your studies.</td>
<td>or a sponsor guarantee letter and sponsor’s recent official bank statement/transcript showing possession of the required amount (NOK 100 920).</td>
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<tr>
<td><strong>Higher education</strong></td>
<td>Degree Diploma (scanned from the original document)</td>
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<tr>
<td>- To be eligible for admission to Master in Education you must have obtained an undergraduate/Bachelor's degree in teaching of at least 3 years' duration, including one year specialization in either English, Mathematics or Pedagogies.*</td>
<td>Degree Diploma - English or Norwegian translation</td>
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<td>Transcript of Records (scanned from the original document)*</td>
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<td></td>
<td>Transcript of Records - English or Norwegian translation</td>
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<td></td>
<td>Course Description for the 60 ECTS you have passed in the specialization subject</td>
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<td></td>
<td>Diploma Supplement (or description of grading system)</td>
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</tbody>
</table>

*In some cases, the first (and sometimes the second) year of study at a foreign higher education institution will not be recognized as higher education in Norway.

Incomplete applications will not be processed.
**English language requirement**

English language requirements can be met with one of the following tests:

- IELTS - minimum score 6.0
- Melab - minimum score 85
- TOEFL:*
  - paperbased test min. score of 550
  - computerbased test min. score of 213
  - internetbased test min. score of 80
- University of Cambridge examinations:
  - First Certificate in English
  - Certificate in Advanced English
  - Certificate of Proficiency in English

**Note that TOEFL-results have to be sent directly to Bergen University College from ETS to be considered valid. Provide ETS with our DI Code: 6568 when you order your score report.

**Documentation of finances**

Bergen University College is a public institution funded by the state, and therefore has no tuition fees. However, to be eligible for obtaining a student visa in Norway you have to prove that you have the financial means to cover your living expenses during your stay in Norway.

For the study year 2016/2017 this amount is **NOK 100 920**.

- **Non EU/EEA/EFTA citizens:**
  When you apply you must attach a bank statement in your name showing possession of the required amount (NOK 100 920), or a sponsor guarantee letter and sponsor’s recent official bank statement/transcript showing possession of the required amount (NOK 100 920).

  When you have been admitted to our institution you must transfer the money to a student deposit account. When the money have been transferred to the deposit account you will receive a written confirmation that must be enclosed when you apply for a residence permit. The money will be transferred to you when you have arrived in Norway and opened a Norwegian bank account.

  Please see the [Norwegian Directorate of Immigration (UDI)](https://www.udi.no) for more information regarding residence permits.

- **EU/EEA/EFTA citizens:**
  If you are a residence in a EU/EEA/EFTA country you must provide a personal declaration stating that you have sufficient funds (finances) to support yourself during your studies. You do not have to apply for a residence permit in advance of arrival. Instead you should use the registration scheme for EEA/EEA/EFTA nationals.

**Original transcripts should be sent directly from your home institution**

*Transcripts from non-Norwegian institutions should be sent directly by the issuing institution to:

Bergen University College
Admissions Office
P.O. Box 7030
NO-5020 Bergen
Norway
Verification of documents
In some cases it is necessary to seek verification of documents to process the application. By submitting this application you consent to letting Bergen University College seek such verification from the issuer of the documents you upload. If we are unable to verify your documents the application will be considered incomplete.

If you are admitted as a student to Bergen University College you might be asked to present the original documents for verification when you arrive at our institution. Bergen University College reserves the right to withdraw the offer of admission if you fail to do so or if the documents can't be verified.

Ranking of applicants
Qualified applicants will be ranked based on their grades in teacher education and specialization subjects. Applicants with higher grades will be ranked above applicants with lower grades. If two applicants have the same grade point average the older applicant will be ranked before the younger applicant.

Completing studies during spring semester 2016?
If you are an EU/EAA/EFTA citizen and finishing your undergraduate/Bachelor’s degree during the spring 2016 you can still be eligible for admission. Exceptions from the deadline to submit documents may only be granted only to EU/EEA citizens who are in their final semester. Contact the Admissions Office (admission@hib.no) if you need an extended deadline. Remember to include your applicant number.