

Application for credit transfer at first and/or second cycle

Read the instructions carefully when completing the application form. The application form should be submitted to the school/division that is responsible for the subject/education.

First name	Family name	Civic registration number
Address	Postal code	City (and country)
Phone	E-mail	

School responsible for credit transfer:

- School of Business, Society and Engineering, EST
 School of Health, Care and Social Welfare, HVV
 School of Innovation, Design and Engineering, IDT
 School of Education, Culture and Communication, UKK

I'm applying to get the following course, part of course, education or vocational experience transferred

Course/part of course/education/at xx university	Main subject	Level	Cr	Grade

Transferred as

Fylls i av akademi

Course code/course/part of course/main field of study/degree	Main subject	Level ¹	Cr	Grade ²

I apply for credit transfer and also assure that I have read the form's instructions

City and date

Signature

University's note (possible overlap with previous studies or other relevant information)

Assessment by (if other than decision maker)

Signature

Printed name

Decision

Granted

Rejected³Partially rejected³

Date

Signature

Printed name

¹ Level designation according to SUHF's recommendations

² Applies to part of course

³ In case of rejection, the reasons must be stated. This can be done in a separate document. The student must be informed about the possibility to appeal the decision.

Instructions for applying for credit transfer

Fill out your name and contact information thoroughly. Write your name and address in block letters, and make sure you write care of address (c/o) if any. Unclear or omitted information can cause that the decision is sent to the wrong address or make it difficult or impossible to get in contact with you if needed.

Enter the course, part of course or the education you want to transfer. If you have completed courses from other Swedish colleges /universities that you want to include in the degree, you do not need to apply for credits. See Mälardalen University's local system for credit transfer (Lokal tillgodoräknandeordning) for more information on what types of credit that can be made.

Enter the course code, course, part of course, main field of study or degree you want to transfer credits to.

Complete application

It is important that your application is complete upon submission. Any copies must be certified, i.e., a person must certify that the copy corresponds to the original by writing his/her signature, printed name and telephone number on each copy. Original documents must be presented on request. Translations of document in other languages than Swedish or English may be required and it must be done by an authorized translator.

If supplementation is requested and does not arrive within two months, decisions are made based on existing documents.

Documents to be attached to the application:

- *Official Transcript of Records* for studies at a university other than Mälardalen University that you want to transfer.
- *Course Syllabus and Bibliography*. Information about examination form and level of education is desirable.
- *If the application concerns study abroad*, an Official Transcript of Records must be attached. The transcript must be stamped/signed by the university. Course names, dates for completed studies, level, credits and grades must be stated in the transcript. Also enclose information about the university's educational and grading system, where semester classification and points system are shown.
- *If the application concerns previous professional or vocational experience*, a detailed description of the knowledge and skills acquired in occupational activities shall be stated. This detailed report can be written on separate paper and employment certificates etc must support this information. If the documents attached do not constitute a sufficient basis for an examination to be possible, the documents must be supplemented with guidance, interviews, interviews, examinations or equivalent.
- *If the application concerns a credit transfer of a thesis*, a copy of the thesis must be submitted.