

Application for credit transfer from studies abroad 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:

- | | |
|--|--|
| <input type="checkbox"/> School of Business, Society and Engineering, EST | <input type="checkbox"/> School of Health, Care and Social Welfare, HVV |
| <input type="checkbox"/> School of Innovation, Design and Engineering, IDT | <input type="checkbox"/> School of Education, Culture and Communication, UKK |
| | <input type="checkbox"/> Division of Admissions and Degrees, SAE |

University and study period

Foreign university, country	Study period/year

I am applying to get the following courses transferred
For official use only

Course	Main subject	Level ¹	Cr

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

Beslut

Granted

Rejected²Partially rejected²

Date

Signature

Printed name

¹ Level designation according to SUHF's recommendations

² 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.

State the foreign university as well as during which study period the studies have been conducted. Under course, enter the qualifications you have and want to be assessed.

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*, 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.
- *Course Syllabus and Bibliography*. Information about examination form and level of education.
- Your own description of the course content, c. 75-100 words.
- *If the application concerns a credit transfer of a thesis, a copy of the thesis must be submitted.*