



Inkommen:

Dnr:

Send the application to:

XXXX

Stockholms universitet

106 91 Stockholm

## Application for credit transfer of higher education studies (first and second cycle)

To apply for credit transfer you must be admitted to and pursuing studies at Stockholm University.

<b>Name</b>	<b>Personal identity number</b>
<b>Address</b>	<b>Postal code and city</b>
<b>E-mail</b>	<b>Telephone number</b>

I apply for a transfer of credits earned within the following course/subject (documents that should be enclosed are listed below):

<b>Course name</b> (course code and level if available)	<b>Credits</b>	<b>Higher education institution</b> (country if other than Sweden)	<b>Course/optional studies at Stockholm University towards which you wish to transfer credits</b>

### Department

Course name (course code and level if available)	Credits	Higher education institution (country if other than Sweden)	Course/optional studies at Stockholm University towards which you wish to transfer credits

<b>Additional information</b> (e.g. which degree you are studying towards)	
<b>Signature</b>	<b>Date</b>

Please note that a credit transfer can have consequences for your future studies as well as for the content of your degree. It can also affect your right to student financing. For further information, contact a study counsellor before submitting an application.

**Please enclose the following documents with your application:**

- Copy of official Transcript of Records in original language and an authorized translation to English, if necessary. The copy should be stamped, signed and certified or possible to verify electronically with the issuing higher education institution.

The transcript must include the following information: name of higher education institution, course name, period of study, level, number of credits, grades and grading scale. Additional information describing the educational system (credit system, degree requirements etc.) should also be submitted if available.

- Course syllabus or equivalent detailed course description from the term the course was taken. Information on the level and extent of the studies as well as forms of examination should be included. A reading list should be submitted if available.
- If you wish to transfer credits from exchange studies, please enclose your Learning Agreement.
- If you apply for a credit transfer of courses which are included in a previous degree, please also enclose a certified copy of the degree certificate and, if applicable, a recognition statement of your qualification from the Swedish Council for Higher Education (UHR).
- Original documents must be provided upon request if it is considered necessary for an evaluation to be made.