



Inkommen:  
Dnr SU

Send the application to:  
XXXX  
Stockholms universitet  
106 91 Stockholm

## Application for credit transfer of higher education in postgraduate studies

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

<b>Surname, First name</b>	<b>Personal identity number</b>
<b>E-mail</b>	<b>Telephone number</b>

### State which studies you wish to have transferred

The credit transfer may include courses taken at other higher education institutions/other education providers/the Centre for the Advancement of University Teaching (CeUL) or second cycle courses from Stockholm University. Documents that should be enclosed are listed below.

I apply for a transfer of credits earned within the following course/subject:

<b>Course name in original language and in English</b> (course code if available)	<b>Credits</b>	<b>Higher education institution</b> (Country if other than Sweden)	<b>Level</b> (first, second or third cycle)

### Institutionen XXXXX



**State what you wish to have your previous studies credited as:**

Select option a), b) or c)

<p><b>a) Credited course</b> according to general syllabus or individual study plan <b><u>with</u> course code</b>.</p> <p><b>Course name:</b></p> <p><b>Course code:</b></p>
<p><b>b) Credited course</b> according to general syllabus or individual study plan <b><u>without</u> course code</b>:</p> <ul style="list-style-type: none"> <li>• <b>Course name in original language:</b></li> <li>• <b>Course name in English</b> (If original title is in English, please write the English title again.):</li> <li>• <b>Number of credits:</b></li> </ul>
<p><b>c) Higher education credits:</b></p> <ul style="list-style-type: none"> <li>• <b>Number of credits:</b></li> </ul>

<b>Additional information:</b>	
<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.