

## Application for credit transfer from studies abroad first and/or second cycle

Read the instructions (page 2) carefully when you fill out the application form. You are responsible for ensuring that all information is complete when you apply for credit transfer.

First name	Surname	Birth date (YYMMDD)
Address	Postal code	City (and country)
Phone number	E-mail	

### University and study period

Foreign university, country	Study period/year
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### I am applying to get the following courses transferred

### For official use only

Course	Main subject	Level <sup>1</sup>	Credits

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

City and date	Signature
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<sup>1</sup> Level designation according to SUHF's recommendations

**Instructions for applying for credit transfer**

Text your personal and address information clearly. 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.

**Is your application complete?**

It is important that your application is complete upon submission.

Original documents must be presented on request.

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* for relevant courses.
- *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.

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