

Application for credit transfer for full course and/or part of course

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. The application is submitted to the school/division that is responsible for the subject/education.

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

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 field/Subject	Level	Credits

Wish to be transferred as

To be completed by school

Course code/ course/part of course/main field/degree	Main field/Subject	Level ¹	Credits

I apply for credit transfer and assure that I have read the instructions

City and date

Signature

¹ Level designation according to SUHF's recommendations

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 tillgodoräkandeordning) 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.

Is your application complete?

It is important that your application is complete upon submission. Original documents must be presented on request. Translations of document in other languages than Swedish or English may be required.

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 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.