

Application for Credit Transfer for Previous Studies

(for more information see <http://www.du.se/en/policy-education> or contact a study advisor or an International Relations Officer)

Send applications to Högskolan Dalarna, 791 88 Falun

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Social Insurance Number (Personnummer)

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Name

.....
Email address

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Tel/mobile

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Address

.....
Postal code

.....
City/town

I have:

☐ **Passing grades in the following academic course(s).**

Include certified copies of course certificates, course syllabi and literature lists.

Name of course¹ /institute

Higher Education Credits

Grade

Date

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☐ **Other education and/or significant other competence/work experience**

Please note: You must include personal letters and other such documentation that can support your application.

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¹ You may write on the other side of this form if you require more space.

I want to receive credit for the following course(s)/course component(s):

Course Code	Course/main field of study/subject	Component	Credits
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I want to apply for credit transfer for the following compulsory programme course:

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Date

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Signature

Instructions: Application for Credit Transfer for Previous Studies

Is your application complete?

You must include *certified copies* of the following documents so that your application can be assessed and be considered complete:

- Study programme
- Certificate of enrolment
- Course syllabi with literature list for those courses that relate to your application

Course syllabi must agree in terms of the date of certification: that is to say, those course syllabi that were valid at the time you took the respective courses.

What do we mean by certified?

Two people must testify to the fact that the copies of the documents that you are submitting are true copies of the originals. They do so by including their names, signatures and telephone numbers.

If you are applying for credit of *significant competence/work experience*, then you must include the following:

- a personal letter in which you detail your skills/knowledge and describe how these/this was acquired.

Where possible, your information shall be supported by the following:

- certification
- grades and/or written evaluations

Please be aware that incomplete applications will invariably lead to delays.

Should we request supplementary material/information to complete your application, then you must send it to us within three weeks after the date on which it was requested. If it is not received by that time, then your application will be dealt with based on the information that we have available to us.

HÖGSKOLAN DALARNA
Student Affairs Office at Högskolan Dalarna