



Application for transfer of credits

Send the form to

Högskolan i Skövde, Examina,
Box 408, 54128 Skövde **or** hand in at the
Student Affairs Office, Level 2, Building E

Applicant's personal information (* = mandatory)

Student ID-number * (yymmdd-xxxx)	
Given Name *	Family Name *
Address *	
Postal Code *	City *
Telephone-/Mobile *	E-mail*

I wish to transfer credits for the complete course / examination / main field or subject at the University of Skövde:

Name of course, examination, main field or subject	Credits	Course code	Level
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If the field above contains examination only, fill out the complete course name below:

Course Name	Credits	Course code	Level
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Transfer of credits from previous academic merits:

Courses

1	Course Name				Course code
	University/College/Other	Credits	Grade	Date of Grade	Level
2	Course Name				Course code
	University/College/Other	Credits	Grade	Date of Grade	Level
3	Course Name				Course code
	University/College/Other	Credits	Grade	Date of Grade	Level
4	Course Name				Course code
	University/College/Other	Credits	Grade	Date of Grade	Level

Prior Learning

Attach all documentation supporting application for accreditation of prior learning.

Signature of applicant

Date *	Signature *	№ of attached pages
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Remarks – for the School representatives only

<input type="checkbox"/> Bör tillstyrkas/ <i>Should be approved</i> Välj ett alternativ: <input type="checkbox"/> Alla kurser som sökande angivit behövs som underlag <input type="checkbox"/> Kurser som behövs som underlag anges genom att ange numret som står till vänster om kursen _____		<input type="checkbox"/> Bör avslås/ <i>Should be denied</i> (avslag måste motiveras nedan/ <i>motivation below</i>)
Date	Yttrande ämnesföreträdare/ämnesansvarig lärare / <i>Signature</i>	
	Namnförtydligande/ <i>Name of Signature</i>	
Ansökan bör avslås med följande motivering/Application should be denied with the following motivation:		

Decision – for Degree Evaluations Officer only

<input type="checkbox"/> Beviljas/ <i>Approved</i>		<input type="checkbox"/> Avslås/ <i>Denied</i> (separat skriftligt beslut/ <i>separate written decision</i>)
Date	Underskrift beslutsfattare/ <i>Signature</i>	
	Namnförtydligande/ <i>Name of Signature</i>	

University use only

<input type="checkbox"/> Inlagt i Ladok <input type="checkbox"/> Meddelat student Sign _____
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Information

For more information and guide to filling out this form, visit <https://www.his.se/en/Student/my-studies/transfer-credits/>

Attached documentation

For studies at another university, the following documents must be submitted:

- Transcript of Records, including grades, from international studies
 - Course description, including course literature
- International documents should be submitted in the original language as well as English **or** Swedish. In addition to the documents mentioned, you have to provide additional documentations on request to complete the application.

If you are applying for accreditation of prior learning, supporting documentation must be submitted according to the "Guidelines for Transfer of Credits at First and Second Cycle at the University of Skövde" (*Riktlinjer för tillgodoräkande av utbildning på grundnivå och avancerad nivå vid Högskolan i Skövde*).

Validity

This decision is only valid at the University of Skövde.

Remember to

only use one form per course, examination, or subject which you wish to transfer credits to.

Decision

The decision to transfer credits is made by the Degree Evaluation Office in accordance with the Delegation of Authority of the University of Skövde.

If approved, the decision is documented by registration of the transfer of credits into the national study administration system, Ladok. The Degree Evaluations Office will notify the applicant by mail and post.

If denied, the decision is sent by post with information about how an appeal could be made. An appeal of the decision must be made within three weeks of the applicant receiving the decision.