

Application for credit transfer of previous studies and/or vocational experience

NOTE! The processing time starts when the application is complete. Carefully read the instructions on page 2.

Personal information

Swedish civic registration no (YYMMDD-XXXX)	Family Name
Phone number	First Name
E-mail address (possible questions and the decision will be sent here)	

I am now studying the following programme/course at Linnaeus University:

Programme-/course name and place (e.g Kalmar or Växjö)
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I hereby apply to transfer credits to the following course (I do not want to need to study this course):

Course code	Course Name	Credits

Because I have the following studies/vocational experiences

- For previous studies: name institution, country, course code, course name, educational level and credits/equivalent
- For vocational experience: name and description of job/profession, name of employer, length of experience

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Place and date	Signature
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Instructions

The processing time starts when the application is complete with all the documents asked for below. Please follow all the directions below.

- Fill in one form per course you would like to make a credit transfer to. If you want to transfer to more than one course, you fill in one form per course.
- The form and attachments must not be double-sided or stapled.
- All documents shall be attached in the application e-mail (links to documents on web pages or in cloud services are not approved attachments).
- The Quality of documents that are scanned in must be appropriate so the documents are readable (photos from phones usually do not suffice, therefore avoid this type of documentation).
- The application is to be sent to tillgodo@lnu.se or Linnaeus University, 351 95 VÄXJÖ, Sweden. Write *Credit transfer* on the the envelope.
- All communication is done through e-mail. If you request questions and the decision through traditional post, you must insert your home address in the field of 'E-mail address' on page 1.

Documents to include in your application

Documents to include for credit transfers of previous studies:

- Official course syllabus, dated when you took the course
- Literature list, dated when you took the course
- Transcript of records/Course certificate (certified copies)

Original documents shall be presented to Linnaeus University on request.

Note that only courses with the minimum grade passed can be object for credit transfer.

Documents to include for credit transfers of vocational experience:

- Records documenting previous professional experience, with information on employer, type of occupation, employment period and extent (e.g. employment certificate or employment agreement)

Original documents shall be presented to Linnaeus University on request.

Other information

If you are not sure if you have to credit transfer to reach a certain type of degree or not, please contact degree@lnu.se for guidance.

More information is available on <https://lnu.se/utbildning/under-studierna/#tillgodoraknande> and in the local rules *Lokala regler för tillgodoräkande på grundnivå och avancerad nivå vid Linnéuniversitetet* (Dnr: LNU 2015/103-1.1).