



HÖGSKOLAN DALARNA

APPLICATION: TRANSFER OF CREDIT FOR PREVIOUS STUDIES

For more information, see https://www.du.se/globalassets/global/policy-documents/education/general-administrative-regulations-for-students-at-dalarna-university.pdf

Last Name and First Name [ ] Personal Identity Number [ ]

Address [ ] Postal Code [ ] Town/City [ ]

Telephone (home) [ ] Telephone (work/mobile) [ ] Email Address [ ]

Programme (if relevant, give name of programme you have been admitted to) [ ]

Degree (if relevant, give name of degree to which the credit transfer will apply) [ ]

I have completed (received a passing grade) in the following courses/course modules

I want to transfer the credits to the following course/course modules:

Table with 5 columns: Course code, name/module name at the institute of education, Credits /ECTS, Date, Course code, name/module name, Credits /ECTS. It contains four rows of empty input boxes.

I hereby confirm that I have read and understood the instructions for this form (see next page):

Date [ ] Signature [ ]

Other information [ ]

Send your application to: Högskolan Dalarna, Registrator, 791 88 Falun or tillgodo@du.se

# Instructions for Credit Transfer

## The following are required for credit transfer:

- You must be an admitted student taking courses at Dalarna University.
- The completed course must to a great extent be equivalent to the course/course module you would otherwise have taken at Dalarna University.
- You must have received a grade for the course/course module in question.
- A complete application with all the necessary documentation\*.

## \*Is your application complete?

For your application to be considered complete, you must include the following:

- An official certificate of study (transcript of records) that has been certified to be a true copy.\*\* It must include the following: name of institute of education, name of course, date, level, number of credits, final grade.
- A course syllabus, including a reading list, for each course. The course syllabus must be the same one as when you took the course and received your grade: i.e. the dates must correspond.
- Where relevant, individual (degree project/essay): this is the case when you want your degree project to be recognized and approved within your main field of study at Dalarna University.

## **\*\*What is meant by *certified to be a true copy*?**

This is when a person signs and writes his/her name and telephone number on every copy to certify it is the same as the original. The person who certifies that it is an exact copy of the original can be a friend, family member, or person in a position of authority.

## **Consider the following:**

- If you submit an application that is incomplete, then we will request that you complement your application with what is missing: this will result in a longer processing time of your application.
- If the missing documentation does not arrive within three weeks after we have asked you to complement your application, then you will be assessed according to what you have submitted.
- If you do not receive credit for your previous studies, then no grade will be awarded (the letter T will be used to indicate this).
- If you receive credit transfer, then your study grant may be affected.