Application for credit transfer at the Department of Psychology

Personal information

<table>
<thead>
<tr>
<th>Name</th>
<th>Personal identity number</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td>Telephone</td>
</tr>
<tr>
<td>Address</td>
<td>Postal code and city</td>
</tr>
</tbody>
</table>

I apply for a transfer of credits earned within the following course/subject
Documents required to be enclosed can be found on the back of the application paper.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Credits</th>
<th>Higher education institution/country</th>
<th>Grounds for decision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I therefore believe I have acquired knowledge corresponding to the following course/optional studies

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name/Optional studies</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have read and fully accept the rules of credit transfer found on the back of this application.

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To be filled in by the Department of Psychology

Granted. Comment: ____________________________________________
Not granted, see separate letter of decision.

Date: ___________________  Head of studies signature: ___________________
Name clarification: ____________________________________________

Department of Psychology
Stockholm University  Visiting address:  Telephone: 08 16 20 00 (exchange)
SE-106 91 STOCKHOLM  Frescati Hagväg 8, 9, 12, 14  www.psychology.su.se
Rules and requirements for credit transfers

Please enclose the following documents with your application:

- Copy of official Transcript of Records in original language and an authorized translation to English, if necessary. The copy should be stamped, signed and certified or possible to verify electronically with the issuing higher education institution. The transcript must include the following information: Name of higher education institution, course name, period of study, level, number of credits, grades and grading scale. Additional information describing the educational system (credit system, degree requirements etc.) should also be submitted if available.
- Course syllabus or equivalent detailed course description from the semester the course was taken. Information on the level and extent of the studies as well as forms of examination should be included. A reading list should be submitted if available.
- If you wish to transfer credits from exchange studies, please enclose your Learning Agreement.
- If you apply for a credit transfer of courses which are included in a previous degree, please also enclose a certified copy of the degree certificate and, if applicable, a recognition statement of your qualification from the Swedish Council for Higher Education (UHR).
- Original documents must be provided upon request if it is necessary for an evaluation to be made.

Grade

We will register the transfer decision in LADOK in accordance with a special, common template. If the transferred credits are part of a specific course the transferred grade will be evaluated as a pass (E).

Application procedure

The application must be sent to the student office of the Department of Psychology. A decision will be made by the responsible head of studies based upon the Local guidelines for transfer of foreign higher education credits at Stockholm University. The decision will be posted to the address provided in the application.

Please observe

You can only apply for credit transfer for one specific course per application. A granted credit transfer cannot be redacted.

Appeal

If your application is not granted you have three weeks to appeal the decision. The decision is appealed to the Higher Education Appeals Board but is first sent to the Student office at the Department of Psychology.

Address

The application can be handed in or mailed to:

Student office, Frescati Hagväg 8, 2nd floor
Stockholm University
Department of Psychology
Student office
SE-106 91 STOCKHOLM
expeditionen@psychology.su.se