



Application for transferring course credits
COURSES, FIRST CYCLE

Application received: _____

Application about transferring course credits from the first cycle to first cycle studies.
 Application concerns one course or part of course per application.

Grey fields are filled out by the university.

Attachment		REF
<input type="checkbox"/> Course syllabus (with course code) including list of literature current at the time of doing the course <input type="checkbox"/> Transcript of completed course(s), including the course code(s).		
Name		Matriculation number (YYYYMMDD-NNNN)
Student E-mail		Telephone number

I have completed

Specify the course/module of the course you have completed earlier

I want it transferred as

Specify which course/module of course you want it transferred as

Course name or module		Course name or module	
Course code	Credit points	Course code	Credit points
University			

One course/part of course per application. Only courses/parts of course included in the application will be considered.

Signature

I attest that I have read the information on both sides of this form.
 I attest that this course has not been transferred previously.

Date	Signature
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EXAMINER'S ASSESSMENT	In case of rejection in part or in full, contact the education administration at your department
<input type="checkbox"/> The application of transference should be approved	
Date, examiner signature, printed name, title	

DECISION OF THE DEPARTMENT	
<input type="checkbox"/> Transference has been approved	
Decision by	
Signature	City and date
Printed name and title	

INFORMATION

Transferred course/part of course is not graded but will receive the mark of TG (credited) in the study administrative system, LADOK, and the diploma.

Turnaround

Luleå University of Technology will process the application for transference as simple, fast, and cost-effective as possible without compromising legal certainty, according to the Administration Act (2017:900), from the receipt of complete application.

Processing of Personal data

The university complies with the General Data Protection Regulation (GDPR). Luleå University of Technology is responsible for all processing of personal data within its operations. This web page describes how your personal data is processed at the University:

[ltu.se/student/Tjanster-och-service/Blanketter/Tillgodoraknande?!=en](https://www.ltu.se/student/Tjanster-och-service/Blanketter/Tillgodoraknande?!=en)

Universitetets anteckningar
Registrerat i Ladok
Expedierat beslut

For more information go to www.ltu.se

Credit order at Luleå University of Technology, Re-beslut 2020-05-04, dnr 560-2019.