



Application for transferring course credits
STUDIES OUTSIDE SWEDEN

Application received: _____

Application about transferring course credits from studies outside Sweden.	
Grey fields are filled out by the university.	
Attachment	REF
<input type="checkbox"/> Course syllabus 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
Study Programme at LTU	Time for studies abroad Autumn Semester YEAR Spring Semester YEAR
Host university	City and Country
Exchange programme <input type="checkbox"/> Exchange via Luleå University of Technology <input type="checkbox"/> Free mover	

I wish to transfer the courses below

Course code and course name	<input type="checkbox"/> Credits <input type="checkbox"/> ECTS	Type of course	Course code at LTU	The departments assessment, signature and printed name. In case of rejection, contact the education administration at your department.
		<input type="checkbox"/> Optional <input type="checkbox"/> Required		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
		<input type="checkbox"/> Optional <input type="checkbox"/> Required		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
		<input type="checkbox"/> Optional <input type="checkbox"/> Required		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
		<input type="checkbox"/> Optional <input type="checkbox"/> Required		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
		<input type="checkbox"/> Optional <input type="checkbox"/> Required		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
		<input type="checkbox"/> Optional <input type="checkbox"/> Required		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
		<input type="checkbox"/> Optional <input type="checkbox"/> Required		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected

Total sum credits/ECTS

I am applying for credit transfer of required courses corresponding to _____ hp

I am applying for credit transfer of optional courses corresponding to _____ hp

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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Application including attachments is sent to
Luleå University of Technology
Registrar
SE-971 87 Luleå

TURN!



DECISION OF THE DEPARTMENT	
<input type="checkbox"/> Transference has been approved and can be included in the degree awarded from study programme	
_____ corresponding to _____ credits	
First cycle	
Required courses _____ credits	Optional courses _____ credits
Second cycle	
Required courses _____ credits	Optional courses _____ credits
Decision by	
Signature _____	City and date _____
Printed name and title _____	

INFORMATION

In order for your application to be considered you need to **attach your original grades or a certified copy of the original. Always include the course plan with course literature or corresponding papers.** This can, for example, be an excerpt from the host university's course catalogue. If you are a "free mover" you need to show the courses/study hours/teaching hours/course literature listing a domestic full-time student has per academic year.

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