Filled in by the university:

**Educational Support Office 2023-09-06 Web**: [ki.se](https://ki.se)

Date Reference: Ref

# Application for transfer of credit

## Information (in English)

A student, defined as someone who is admitted and pursuing studies at Karolinska Institutet (KI), is entitled to apply for credit transfer for previous education, other education, work experience and other prior learning at university level. The courses in previous studies must be completed in full.

The examiner is responsible for decisions on credit transfer for entire or part of courses. Decisions concerning credit transfer regarding a major part of a programme, degree project or elective course are taken by the programme director or equivalent. Information about credit transfer, how to apply and contact details can be found on the course- and programme websites.

Your application is handled promptly but keep in mind that the process may take up to 8 weeks before you get a decision. Therefore, it is important to apply for the transfer of credits well in advance and before the start of the course. [Read more about credit transfer on the KI website.](https://education.ki.se/credit-transfer?_ga=2.131430991.1974427025.1589788944-1388260294.1553259079)

### What implications does a credit transfer have for your studies?

A granted credit transfer can affect your study situation in several ways:

* You should not, and have no right to, participate in the course/part of the course that you have been granted credit for.
* The Swedish Board of Student Finance (CSN) does not grant study allowances for courses/ credits that have been transferred.
* Courses in a programme build upon each other in progression and shall be studied in the order that is stated in the syllabus. If you are a programme student and have been granted credit transfer, there may be a break in your studies during the time when you otherwise would have studied.

Send the application by mail or e-mail to the course or programme administration. The contact information is available on the KI [course and programme websites.](https://education.ki.se/all-course-and-programme-websites-at-ki)

# Filled in by the student:

## Student data:

**Full name:**

**Personal identity number in Sweden (personnummer or the T-number used in Ladok):**

**E-mail**:

**Phone number**:

**Study programme at KI**:

## Data on the course/s at KI you would like to transfer credits to:

I hereby apply to have my credits from previous studies or prior learning experience transferred to the following course at KI:

**Please state the name of the course at KI you would like to transfer credits to**:

**Course code of the above-mentioned course**:

**Indicate below whether the application regards the entire course or part of the course at KI:**

Entire course

Part of course

If you are applying for credit transfer for **part of a course**, state which modules you are applying for credit transfer and the credits for each module. If you are applying for a part of a module in a course, state which part and how many credits for that part.

**Name of module - number of credits**

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## Data on the course/s from previous studies:

Please state the name and number of credits for the course/s you would like to transfer credits from.

**Name of course - number of credits**

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## Attachments to the application

### 5 Attachments to an application for credit transfer of previous studies

**To support my application, I refer to the following documents on completed course/s:**

1. An appendix describing the course/s in previous studies in relation to the course/modules at KI and how the intended learning outcomes correspond for the courses.
2. The syllabus of the course/s in previous studies
3. Reading list
4. Official transcript of records of studies in the original language and a translated version in English (for studies conducted in Sweden use a transcript from LADOK).
5. Additional information may be required – for further details, see the course website or contact the relevant department.

**Or**

### 2 Attachments to an application for credit transfer of prior learning experience

**To support my application, I refer to the following documentation of prior learning experience:**

1. The application is to be submitted with an appendix explaining the prior learning that you wish to be assessed for credit transfer for a particular course/module. The details provided must be attested to as fully as possible with officially printed certificates, grades, and employer evaluations.
2. An employee evaluation should state:
3. Competences and skills relevant to the application.
4. An account of how these competences and skills have been acquired.
5. Dates during which the competences were acquired.