



## Transfer of credits for exchangestudies

### Planning

#### Applicant's personal information

Send form by email (PDF) to  
[studievagledare@his.se](mailto:studievagledare@his.se)

Student ID-number (yymmdd-xxxx)	
Given Name	Family Name
Telephone/Mobile	E-mail
Semester abroad	Programme and year
University abroad	Country

#### I plan to study the following courses

Nr	Course Name and Course Code	Credits/ ECTS at the University abroad	Course Syllabus	Course Literature
1				
2				
3				
4				
5				
6				
7				
8				

#### Information

##### Planning

Before submitting the formal application for credit transfer, you as a student must take responsibility for finding a suitable course at the foreign university. This planning must be in dialogue with the Study- and Career counsellor and the Programme Coordinator. More information about credit transfer is available at <https://student.his.se/en/service-and-support/credit-transfer/credit-of-transfer-of-exchange-studies/>

Fill in the form digitally, save the document as a pdf-file and send it to [studievagledare@his.se](mailto:studievagledare@his.se). Attach information such as course syllabus, course PM or equivalent and Course Literature. The documents must be in English. Upon request, you must be able to submit supplementary documents that are necessary for the University in order to process the application.

##### After completed studies

Present your official Transcript of Records in original from the foreign University to your Study and Career Counsellor. The transcript must be in English as well as the original language if it is other than English. The Transcript of Records must be signed by an authorized executive at the university and have the university's official stamp or a digital signature.