

Application for credit evaluation at the Department of Political Science

Application for credit evaluation refers to previous studies at a Swedish or foreign university. The application should be submitted together with necessary attachments to the student counsellors at the department. The application can also be sent to: Stockholm University, Department of Political Science, Studievägledare, 106 91 Stockholm. A written decision of the application will be sent by e-mail as soon as the application has been reviewed.

You can appeal against the decision to *The Higher Education Appeals Board*. The appeal should be in writing and you have to state which decision you want to appeal against, requested changes and the reasons for the changes. The appeal should be sent to Swedish Higher Education Appeals Board, Stockholm University, Department of Political Science, *Studievägledare*, 106 91 Stockholm. The appeal must have been received by Stockholm University within three weeks of the date on which you were informed about the decision.

Notice!

- You cannot receive student aid (CSN) for transferred credits
- Transferred credits cannot be included in a degree along with courses whose content partly or completely corresponds with the content of the transferred credits.

Personal details - applicant

Name:	Civic registration number (or T-number):
Address:	Postal code
Phone number:	E-mail:

The application refers to:

<input type="checkbox"/> Previous studies from a Swedish university. Name of university:	
<input type="checkbox"/> Previous studies from a foreign university. Name of university and country:	
<input type="checkbox"/> Previous exchange studies. Name of university, country and exchange programme:	
I want to transfer my credits:	
<input type="checkbox"/> As a part of my study program <input type="checkbox"/> As a free-standing course	
The credits should be transferred as:	Degree towards which credits are to be transferred:
<input type="checkbox"/> A full course	<input type="checkbox"/> Bachelor level
<input type="checkbox"/> one/several course parts	<input type="checkbox"/> Advanced level (master)

Previously studied courses/course parts:

State course name, course code, credits (e.g. högskolepoäng/ECTS) term/year and English course title

1.	
2.	
3.	

Courses/course parts at Stockholm University which should correspond to previous studies stated above:

State course name, course code and credits (högskolepoäng)

1.	
2.	
3.	

Attachments – the following documents have to be submitted in order for the application to be processed:

☐ Official and original paper copies of transcript of records or equivalent in the original language which states university, date, level, credits and grades.

☐ Course syllabus including literature list from the semester when the course was taken, and when applicable, thesis.

Applicant's signature

Place and date

Please note that processing of credit evaluations might take up to two weeks when the workload is heavy. We will address your application and get back to you with a decision as soon as possible.

To be completed by the department:

DECISION: Approved ☐ Dismissed ☐ (Motivated in attachment)

Place and date:

Signature decision-maker

Printed name: