

**This form is to be used when you would like advance notification of credit transfer for a full course at University West**

**An application for advance notification may be made by the following:**

- A person who is not a student, but an immigrant/refugee with higher education from their country of origin and who is seeking to supplement this at University West.
- A person who is a student at another higher education institution in Sweden and who has started a course or study programme that leads to a professional qualification, and intends to continue their studies at University West.
- A person who is a student at University West and plans to study abroad (free mover or within a contract) or at another Swedish higher education institution.

**Complete the white fields in accordance with the instructions on the standard form.**

**Documents to be enclosed**

If the application applies to previous studies at another higher education institution:

- course syllabus, booklist or other study documentation for courses studied at another university college/university or equivalent
- a copy of course certificate/degree certificate or equivalent

Any change of name/change of personal identity (ID) number must always be documented.

If the application applies to studies planned at another higher education institution:

- course syllabus, booklist or other study documentation for the courses that will be studied at another university college/university or equivalent

**The applicant is responsible for the application being complete**

That is, that the supporting information required to enable the University to provide advance notification of credit transfer is attached and that the form has been completed correctly.

**An advance notification is not valid as a decision**

It is not possible to appeal against an advance notification and it is not valid as a decision; the assessments contained in the notification are preliminary and not binding. You must apply for credit transfer when you have become a student at University West, or alternatively are studying on the course to which the advance notification applies. A standard form is available from the university's website.

The turnaround time is estimated to be four to six weeks. See the University's own regulations and guidelines for further information. **Send the application documents to:**

University West  
Student Centre/Higher Education Qualifications  
SE-461 86 Trollhättan, Sweden

**Application for ADVANCE NOTIFICATION of credit transfer for full course  
for higher education qualification at University West**

**Application complete:.....**

Surname		Forename	Personal identity (ID) number
Street address		Postcode, district	
Telephone (daytime)		Email	
Higher education qualification in which credit transfer is to be included		Main field of study/main subject alt. specialization	

**I have studied/will study:**  
State the course title and number of credits. A certificate of your previous learning outcomes together with a course syllabus, including booklist, must be attached to enable your application to be processed. The course syllabus, including booklist, does not need to be attached for courses studied at University West. Please state vocation, if the application refers to credit transfer for vocational activities.

Course	Higher education credits	University/university college	Appendix

**I would like credit to be transferred for:**  
State full course. The subject is sufficient if the application relates to credit transfer for study abroad or vocational activities.

Course code	Course	Higher education credits

Signature of applicant	Date
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**Please send/submit the application to: University West, Higher Education Qualifications,  
SE-461 86, Trollhättan, Sweden**

**Draft advance notification and any grounds** (to be completed by subject reviewer - PLEASE NOTE Always state the grounds for a 'rejection')

Credit can be transferred <input type="checkbox"/> <input type="checkbox"/> Credit cannot be transferred <input type="checkbox"/>		
Signature of subject reviewer	Signature of head of department (corresponding)	Date
Print name	Print name	

**Advance notification** (to be completed by degree administrative officer)

Original documents have been examined Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Original documents must always be examined in the case of education abroad.</b>	
Signature of degree administrative officer	Credit can be transferred <input type="checkbox"/> <input type="checkbox"/>	Date
Print name	Credit cannot be transferred <input type="checkbox"/> <input type="checkbox"/>	