

## Application for approval of courses outside ITU

Use this form for applying for a pre-approval of credit transfer of courses that you wish to take at another university applying or for a transfer of courses that you have passed before you enrolled in your current programme. If you want to apply for credit transfer of courses that have already been pre-approved by ITU, you do not have to send an application form. Simply send a transcript of the exams and a copy of the pre-approval to [sap@itu.dk](mailto:sap@itu.dk).

Applicant	
Name	
Date of birth	
ITU email	
Name of ITU Study Programme	

### When are you taking the courses?

Spring  Summer  Autumn

Year

I have already passed the courses as part of a previous programme, and I enclose a signed transcript of records, as well as the documentation stated on page 2 of this form.

### Summer courses and the registration requirement

What semester should the summer courses cover? \*

Autumn  Spring

\* Summer courses can count as part of the requirement for either the autumn or the spring semester. If you want it to count as part of the spring semester, you must apply before October 20. If you want it to count as part of the autumn semester, you must apply before April 20.

### Where would you like to go?

Host University	
City and Country	

### If you are going abroad, are you an...?

Exchange student  
 Free mover

### Which course(s) are you applying for?

Host University		ITU Course to be replaced		
Course name	ECTS	Course type	Course name	ECTS

**The written application**

You must enclose a written application, in which you argue how the desired pre-approval of credit transfer contributes to the fulfillment of the objectives of the programme as defined in the curriculum.

**Other documentation:**

Apart from the written application (see above), you must enclose documentation of the following:

- A study plan for the rest of your programme. Find a template in the forms section in ITUstudent.
- Course descriptions including the number of credits awarded for the course and an English course title (to be used on your final ITU diploma).
- Conversion to ECTS (if the course is not in ECTS).
- Level of the course applied for (BSc or MSc).
- Students on Master and Diploma (part time programmes) will also have to submit documentation that they have had two years of full-time work experience prior to following the course. This is NOT a requirement for BSc and MSc students.

You can enclose documentation as attachments or as links (fx to a university's course catalogue). Make sure that links are stable. **You do not need to send us ITU-Diplomas or course descriptions for ITU-courses.** We already have those. We need documentation from other universities.

**We will only handle your application if all documentation as well as a written application is attached.**

Please email your application with attachments to [sap@itu.dk](mailto:sap@itu.dk) and write your Study Programme and "pre-approval of credit transfer" in the subject field. We reply to your ITU-mail.