APPLICATION FOR COURSE EXEMPTION

Family name	Given name
Civic registration number	Email @kth.se
Master programme at KTH:	Phone day time

I wish to be exempted from the following course at KTH:

Course code	Course name	Credits

My application is based on the following course in my Bachelor degree:

Course code	Course name	Credits:
University		

HOW DO I APPLY FOR AN EXEMPTION?

1. Register in the course you are applying to be exempted from. Thus, if your application for exemption is not granted you will be properly registered for your required course. Attend all classes until an exemption has been granted.

2. Complete the Application for Course Exemption Form. Note that the deadline for the completed form including signatures is 10 working days from the start of the course.

3. Attach all appropriate supporting documentation (e.g. transcript, course syllabus) that will assist in the evaluation of your application.

4. Submit the completed, signed form and its supporting documentation to the Education office for review.

5. The appropriate Programme Director will evaluate your application. If your application for exemption is approved, your registration in the course(s) will be changed to reflect an exemption.

Student´s signature	Date
Printed name	

The application is submitted/sent to programhandlaggare@sci.kth.se