To the President

Royal Institute of Technology

Stockholm

Pick a date

### Application for promotion

I hereby apply for promotion to [insert position] in [subject area in Swedish and English] at the Royal Institute of Technology (KTH).

To my application I enclose my CV (in accordance with KTH:s CV-template). To my CV I attach following annexes in the same order as listed below:

1. Certificate of employment
2. Certificate of your PhD exam
3. Certificate of Docent docent with year of appointment
4. Certificates for funding you have received
5. Certificate of being a main supervisor (if you apply for promotion to professor)
6. Certificates confirming completed higher education courses in teaching and learning of at least 15 ECT. Attached course certificate with passing grade for each course.
7. Course evaluations and course analysis. Attach all recent course analysis you have written. You should also add other documentation verifying your work, such as course evaluations.
8. *Other certificates that I want to invoke*

To my application I also enclose my employment profile and publications.

Best regards

[Title] [Name]

[Swedish civic registration number]

[Postal address]

[E-mail address]

[Telephone number]

[School]

[Department/Division]