

Application for validation of prior learning at Stockholm University

Personal letter

The personal letter is important when you apply for a validation of your prior learning. The letter must state clearly what knowledge you claim to have, how this knowledge was acquired and in what way you believe this knowledge to correspond to the eligibility requirements for the course or programme applied for. The knowledge may have been acquired in different ways, for example through work experience, staff or other kind of training or activities in citizens' associations.

Please note that the letter should describe your knowledge and skills based on the entry requirements for the course or programme applied for. Find more information on the entry requirements for both bachelor and master studies [here](#).

Certificates and other supporting documents

The qualifications and knowledge you state to have in your personal letter must be supported by relevant documentation. The assessment on whether you fulfill the requirements will be based upon your supporting documents and how they relate to your claim to have the knowledge that is required for entry. Examples of documentation that can be submitted are transcripts of records, employer's certificates, certificates of documented experience from citizens' associations or other kinds of experience. The extent and time of your activities must be clearly stated in the certificates.

Employer's certificate

When it comes to certificates you should leave as much and as detailed information as possible. The certificates should include information on:

- place of employment and name of employer, if applicable
- length of employment
- extent of employment (full-time, part-time etc.)
- employment tasks
- personal testimonies.