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 from your current employer with title, period of employment and placement.
2. Certificates for higher education degrees. Specify year of graduation, type of qualification (for example Licentiate of Technology, Doctor of Philosophy).
3. Certificate for docent with year of appointment.
4. Expert opinions issued during the past five years.
5. Confirmation of funding that you have received.
6. Documents supporting your role as main supervisor at third cycle (if you apply for promotion to professor)
7. Certificates confirming completed higher education courses in teaching and learning. Attach certificates for each completed course.
8. Proficiency as a teacher. Attach all recent course analyses you have written. You can also add other documentation verifying your work (such as course evaluations).
9. *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]