

Application for recognition of English language courses/studies

Name _____ **Telephone** _____

(if applicable) **Matrikelnummer** _____

Email address (please write clearly!) _____

I am **attending / applying for** (circle one) the course of studies (with intended degree):

I have already completed the following (attach copies of all transcripts, certifications, etc., as well as detailed course descriptions)¹:

Institution	Entry requirements for course/institution	Course title & module	Course/ module description	Final grade/ credit points

I would like:

○ exemption from the following courses: _____

○ to be accepted as a transfer student in semester: _____

○ other (please explain in detail): _____

¹ Please bring originals of all papers to your appointment, to which you will be invited once your request has been processed.