Hochschule Bonn-Rhein-Sieg
University of Applied Sciences

Request for transfer of study and examination credits and degrees

student ID number: ....

To the examination board of the department

....

Enrolled in study programme: ....
Campus: O Sankt Augustin   O Rheinbach
Degree: O Bachelor   O Master

Personal information

Last name   ....

First name   ....

Gender   ....

Nationality   ....

Street / House no. /   ....
Room No.

Post code / City   ....

(c/o)   ....

Phone   ....

Mobile phone   ....

Email   ....

I hereby apply for the transfer of the following study and examination credits as well as other qualifications and competences, which were acquired outside a university.

Please only enter examinations that have already been assessed! It is necessary that you enter each individual examination result that you would like to have recognised in the table. A note from your side "see (complete) transcript of records" is not sufficient!

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....

Space for processing comments of the H-BRS

☐ **Unterlagen vollständig**

Fehlende Unterlagen:

Note/Credits

....
....
....
....
....
....
....

Has a degree programme at another university/university of applied sciences in Germany already been completed? ☐ **Yes** ☐ **No**

Have you definitively failed an examination at a German university of applied sciences? ☐ **Yes** ☐ **No**

If so, please enter these here:

1. ....

2. ....

3. ....

4. ....

5. ....

Important Notice!

Please add the following documents to this request:

1. Overview of your previously achieved examination results that should be transferred in table form, if there is not enough space in the table of the preceding page.

2. Proof (current transcript) of all passed examination results as well as of all definitively failed examinations.

3. Explaining additional documents (module manual or module description or lecture comments) that give more information and details on the kind and content of the lectures (ECTS) or modules. This information may also be supplied in electronic form.

It is only possible to transfer credits of examination results that are similar and comparable in content and type. It therefore may be necessary to combine achieved examination results in order to ensure that the examination performance is adequately covered.

Please note that a transfer of study and examination credits is only possible through this request form. After enrolment has been completed, the application must be submitted to the examination board by **April 30th at the latest for summer semester** and by **October 31st at the latest for winter semester.**

You are obliged to indicate all definitively failed examinations at German universities of applied sciences. In case of the recognition of a definitively failed examination, enrolment in the corresponding study programme is not possible.

Place, date: _____ Signature: _____