

Semester:

First Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ Home university: \_\_\_\_\_  
 Student ID Uni Bremen: \_\_\_\_\_ Country of home university: \_\_\_\_\_  
 Study level: Bachelor Faculty in Bremen: Business Studies and Economics, FB 07  
 Master Other: \_\_\_\_\_

Please read the instructions on page 2

Study and Examination Plan at the University of Bremen				
Course Unit Code	Course Titel	Nr of ECTS Credits	Type of Examination (we: written exam / oe: oral exam / hw: home work / p: presentation / po: portfolio)	Date of exam / submission of written assignment
Total ECTS Credits:				

If necessary, continue the list on a separate sheet.

Transcript of Records (final certification)	
Contact Details of the coordinator or responsible at the home university	
Name:	
E-Mail address:	

Date / Signature Incoming Student

## Instructions

1. You need to fill out **every** field in the EXAM REGISTRATION **electronically**.
2. The EXAM REGISTRATION has to include **every** course you take in Bremen, including language courses.
3. The *Course Unit Code* and the *Number of ECTS Credits* can be found here:  
[www.uni-bremen.de/studium/lehrveranstaltungen/veranstaltungsverzeichnis.html](http://www.uni-bremen.de/studium/lehrveranstaltungen/veranstaltungsverzeichnis.html). This code is unique for each course.
4. *The Type of Examination* has to be agreed with the lecturer of the course. If you made special arrangements with the lecturer regarding the type of your examination, please inform us about these arrangements.
5. Please send the **completed form** by e-mail to your Incoming Coordinator at the Faculty of Business Studies and Economics, Ms. Cinar ([fb07international@uni-bremen.de](mailto:fb07international@uni-bremen.de))  
until:     end of the third week of May (summer term)  
              end of the third week of November (winter term)
6. This form is important for your **exam registration** and for your **Transcript of Records**.  
If there are **changes needed** (drop/add a course) after you sent the form, please submit these changes by e-mail: [fb07international@uni-bremen.de](mailto:fb07international@uni-bremen.de). Please keep us informed otherwise there will occur delays in preparing your transcript.