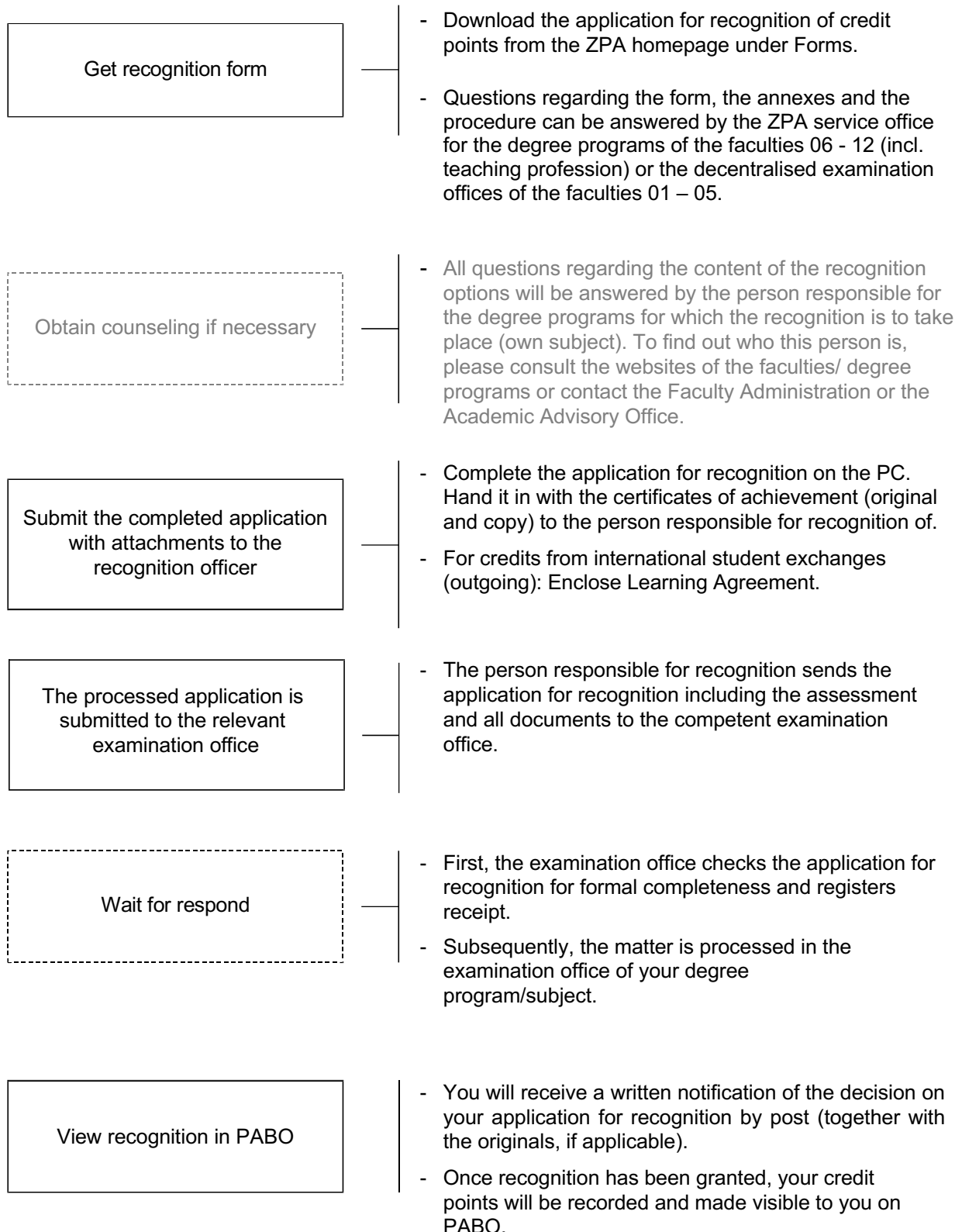


Recognition of credit points

Schedule for students of the University of Bremen



Application for recognition of credit points

To
University of Bremen
Central Examination Office

Box 33 04 40
28334 Bremen

Student information

Student ID no.

Phone no.

Surname

First name

Street

Postal Code/Place

E-Mail

Information on previous studies / studies abroad, professional experience / vocational training

University/
Employer

Employer

Form of study

Subject

Period of stay abroad from _____ to _____

Type of stay abroad

Mobility program

Details of your current degree programme

Degree Bachelor's degree Master's degree Master of Education
 State examination Law

Programme format _____

Degree program _____

I apply for recognition of my enclosed achievements, confirm that the information I have provided is correct and affirm that I am enrolled in the degree program for which the submitted achievements are to be recognised at the time of application.

Date _____

Signature of applicant _____

I have enclosed the following documents:

Services rendered in Germany

- Completed overview of recognition (= 3rd page of the application)
- numbered certificates of achievement of the above-mentioned achievements in the form of transcripts of records, certificates, grade transcripts or ECTS certificates confirmed by the previous university or work/internship certificates confirmed by the previous employer.
- as an officially certified copy
- or
- as original + single copy*

Achievements abroad within the framework of a Learning Agreement

- Completed recognition overview (= 3rd page of the application)
- numbered certificates of achievement of the above-mentioned achievements in the form of transcripts of records, certificates, certificates of examination or ECTS certificates confirmed by the previous university
- as an officially certified copy
- or
- as original + single copy*
- documents in German
- or
- a German translation approved by the faculty**
- Learning Agreement
- If available: Changes Learning Agreement

Achievements abroad, without Learning Agreement

- Completed recognition overview (= 3rd page of the application)
- numbered certificates of achievement of the above-mentioned achievements in the form of transcripts of records, certificates, certificates of examination or ECTS certificates confirmed by the previous university
- as an officially certified copy
- or
- as original + single copy*
- documents in German
- or
- a German translation approved by the faculty**
- Other

Surname _____ Student ID no. _____

First name _____

Recognition overview - notes/explanations

- Please fill in all white fields completely and number them according to the enclosed documents
- Fields marked in dark grey are only to be filled in by the person responsible for recognition of achievements
- After recording and activating the recognised achievements in FlexNow, the student will receive an automatic notification by e-mail as well as a written notification
- In case of non-recognition of achievements, the student will receive a written notification

Legend

- * The chairperson of the examination board or the recognition officer must confirm on each certificate that the copy corresponds to the original, unless originals are submitted to the examination office
- ** A German translation is mandatory for General Studies/key qualifications and additional voluntary work
- *** If no examination date is shown on the certificate of achievement, the last day of the corresponding semester is used as the date
- **** Compulsory field, elective field, elective field, general studies/key qualifications and additional voluntary work
- ***** Please enclose written justification for non-recognition of benefits. (This also serves as the basis for the non-recognition notice.)

Overview of recognition

Student ID no. _____

Surname _____

First name _____

service provided					performance to be recognised				
Nr.	Title of the course and/or module title or training for ...	Grade	CP	Date of service provision***	Assignment to module	Assignment to study section ****	Grade	CP	recognised *****
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no

Date

Stamp

Name of the person responsible for recognition of*

Signature of the chairperson of the examination board
or of the person responsible for recognition

Overview of recognition

Student ID no. _____

Surname _____

First name _____

service provided					performance to be recognised				
Nr.	Title of the course and/or module title or training for ...	Grade	CP	Date of service provision***	Assignment to module	Assignment to study section ****	Grade	CP	recognised *****
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no
									<input type="radio"/> yes <input type="radio"/> no

Date

Stamp

Name of the person responsible for recognition of*

Signature of the chairperson of the examination board
or of the person responsible for recognition