

Application for the Recognition of Coursework and Examination Credits – Part 1: Required Documents

Please attach the following documents to your application:

Documents that must be submitted with the application:
- A transcript of records from the (foreign) university
- The grading scale of the (foreign) university
- A Learning Agreement (mandatory for Erasmus, otherwise: if available)
- Detailed course descriptions (syllabi) including table of contents or outline, and information on the type of delivery (face-to-face or online)
- Information on the actual scope of the course (e.g., duration of the individual sessions in minutes, number of sessions)
- Information on the format of examination (e.g., written exam, oral exam, term paper) and its duration
- Confirmation of the eligibility for credit transfer by the instructors of the Osnabrück University (Bestätigung der Anrechnungsfähigkeit), including any relevant correspondence with individual instructors, if applicable

The Examination Office may request further documents, such as:
- A recent transcript of records from the Osnabrück University
- Written work (e.g., exam tasks, term papers, presentations)
- Teaching materials used (e.g., bibliographic references, course scripts, slides)

Please submit your signed application with all necessary documents (as listed above) to the Examination Office of the School of Business Administration and Economics, either scanned by e-mail or printed out and sent by post:	
<p>E-mail: pruefungsamtfb9@uni-osnabrueck.de</p> <p>Postal address: Universität Osnabrück Fachbereich Wirtschaftswissenschaften Geschäftsstelle des Prüfungsausschusses 49069 Osnabrück</p>	<p>You can also submit the application in person at the Examination Office: Heger-Tor-Wall 14, Room 22/E20 (ground floor)</p> <p>Please check the opening hours of the Examination Office: www.wiwi.uni-osnabrueck.de/fachbereich/pruefungsamt.html</p>

Application for the Recognition of Coursework and Examination Credits – Part 2: Applicant Details

Date		
Given name		
Family name		
Semester of study at the date of application		
Matriculation number		
Contact details	Street, house number	
	Postal code, city	
	Phone	
	E-mail	

Degree program at the Osnabrück University	
Please check the applicable option	
<input type="checkbox"/>	B.Sc. Business Administration and Economics
<input type="checkbox"/>	B.Sc. Information Systems
<input type="checkbox"/>	Dual-subject Bachelor, core subject Economics
<input type="checkbox"/>	Dual-subject Bachelor, minor subject BA and Economics
<input type="checkbox"/>	M.Sc. Business Administration
<input type="checkbox"/>	M.Sc. Economics
<input type="checkbox"/>	M.Sc. Information Systems
<input type="checkbox"/>	Other:

University where credits were earned	
Name	
Location (country)	
Stay from (DD/MM/YYYY)	
Stay until (DD/MM/YYYY)	
Your comments	

Application for credits attained at	
Please check the applicable option	
<input type="checkbox"/>	German university
<input checked="" type="checkbox"/>	Foreign university Please check one of the options below:
<input type="checkbox"/>	EU program (Erasmus+, EU Third Country Programs)
<input type="checkbox"/>	Other publicly funded program exchange place at the partner university of the UOS, scholarships from publicly funded foundations (e.g., Friedrich Ebert Foundation), DAAD scholarships (including PROMOS, annual scholarships), Fulbright scholarships, BAFöG for a stay abroad (Auslands-BAföG)
<input type="checkbox"/>	Other privately funded program e.g., through a private foundation or a private company
<input type="checkbox"/>	No program, self-organized

Application for the Recognition of Coursework and Examination Credits – Part 3: Courses/Modules

Name and location of the university where credits were earned: _____

Family name, given name of the applicant: _____					Matriculation number: _____	
Information on completed courses (as listed on the transcript of records) at a foreign or another German university					Information on the intended credit transfer for modules at the Osnabrück University	
Course number	Course name	Degree program (Bachelor/Master etc.)	Semester or academic year in which the course is scheduled	Original credits	Requested module	Requested ECTS credits

Place, date

Signature

