



**Request for recognition of coursework and examinations**

Surname, first name:.....

Matriculation Number:.....

Email:.....

Degree program:.....

I hereby apply for the recognition of my coursework / exams which I completed at the university / university of applied sciences ..... in the degree program .....

Coursework and examinations at the University of Hohenheim		Completed coursework or exams		
Number	Name	Name according to transcript of records	In-class hours per week	Grade

Please attach the following documents to the request:

- 1. Transcript of records or notarized copy of degree** with a list of the individual grades and
- 2. Explanation of the content of the coursework or examinations to be recognized** (detailed lecture outline authorized by the lecturer as well as study plan with indication of the in-class hours per week).

**Note:** The above documents must be submitted in full to the subject representative / module supervisor. **If documents are missing, there is no right to recognition.**

**Note:** For the recognition of coursework from abroad, the previous university including the period of study is decisive. In these cases the review is done by the University of Hohenheim's Office of International Affairs.

.....

Date

.....

Student's signature

To be completed by the subject representative / module supervisor:

aner-  
kannt

nicht  
anerkannt

Note /grade / grade points\*:

Stempel des Instituts, Datum und Unterschrift des zuständigen Fachvertreters

\* bei unvergleichbaren Notensystemen können Leistungen auch ohne Note anerkannt werden. Kennzeichnen Sie diese Leistungen bitte mit dem Vermerk „ohne Note“.