![Universität Münster logo]

Request for Recognition
of Academic Achievement

Date received: _____ *(to be filled out by the Examinations Office)*

Notes on the form:

- The form can be submitted in *paper form*. The form must be signed by both the subject and the student and must bear an institute stamp or seal. Certificates of the achievements to be recognized must be attached in the form of copies. If there are several pages, the document will be stapled and stamped/sealed above the stapling.
- The form can also be *submitted digitally from a Uni-Muenster email address*. In this case, it must also be signed by the department and the student or the department representative or the student receives the mail with the application in CC. Certificates must be scanned and submitted with the application.
- Certificates must clearly state the basis for recognition.

- Internal certificates may be waived for recognition from another electronically administered programme at the University of Münster (except for extracurricular achievements).
- The examination numbers for which recognition is to be granted must be clear to the Examination Office. If a completed module is to be recognized for a module at the University of Münster, it is sufficient to indicate the module title and the module number. However, if the module contains elective elements, the examination numbers of the elective elements to be recognised must be indicated. Even if individual achievements or qualifications are recognised in a module, these must be indicated with the individual examination numbers. For study programs in SAP SLcM, the numbers of courses and examination/study achievements must therefore be shown individually.

To be filled out only for study abroad visits and for recognition of professional qualification:

Study abroad visit: ☐ yes ☐ no   Period (beginning/end): _____   Art: ☐ Study   Mobility Programme: ☐ Erasmus
☐ Work placement   ☐ Intern./Nat. Programm
☐ Other purpose   ☐ no programme (self org.)

Country: _____

Professional qualification (vocational training):   ☐ yes ☐ no

Degree (for which the recognition is applied): _____ Subject: _____

First and last name Degree: _____ Student ID no.: _____

Academic achievement requested for recognition:				Equivalent with module/academic achievement:			
Description: Academic achievment *and/or* course name *and/or* qualification *and/or* module	Completed (when? where?)	CP	Grade	Academic Achievement *and/or* Course name + Course type *and/or* module	Exam/module number	CP	Grade*

* Grades from different grading systems must be transferred in the grading system of the University of Münster. In the case of incomparable grading systems, the notation "BE" for passed must be indicated.

First and last name Degree: _____ Student ID no.: _____

Academic achievement requested for recognition:				Equivalent with module/academic achievement:			
Description: Academic achievment *and/or* course name *and/or* qualification *and/or* module	Completed (when? where?)	CP	Grade	Academic Achievement *and/or* Course name + Course type *and/or* module	Exam/module number	CP	Grade*

_____

Date, Signature Faculty Representative, paper form: Seal/stamp

I hereby request recognition for the academic achievement listed above.

_____

Date, Signature of petitioner

* Grades from different grading systems must be transferred in the grading system of the University of Münster. In the case of incomparable grading systems, the notation "BE" for passed must be indicated.