

Application for Recognition of Previously Obtained Credits (Part A)

NOTE: Information regarding when and under what circumstances this form needs to be submitted together with the decision of the responsible examination board can be found on the following websites:

Undergraduate Admissions National - IA 2
at: <https://www.tu.berlin/go2279>

Undergraduate Admissions International - IA 2
at: <http://www.tu.berlin/go2342>

Graduate Admissions - IA 1
at: <http://www.tu.berlin/go1622>

I AM APPLYING FOR	SUMMER SEMESTER 20 _____	WINTER SEMESTER 20 _____ / _____
I have already applied to TU Berlin for the above semester:	No	Yes, my uni-assist application number is: _____ TU Berlin application number is: _____
I am or was already enrolled at TU Berlin:	No	Yes, my TUB ID/matriculation number is: _____

1. PERSONAL DETAILS

Last name: _____	Gender:	Male	Female	Diverse	None
First and middle name(s): _____	<small>(as listed in the civil status register or supplementary identity card of dgti e.V.)</small>				
Date of birth: _____	Care of / Apartment number: _____				
Street and house number _____	Town/City: _____				
Zip code: _____	Phone: _____				
Email: _____					

2. INFORMATION ABOUT THE PROGRAM YOU WISH TO STUDY

Degree program: _____
Core subject for teacher training program
Please use the official title as it appears in TU Berlin's catalog of courses (see <https://www.tu.berlin/go144>)!

Degree type: Bachelor's Staatsexamen Master's

3. INFORMATION ABOUT YOUR STUDIES

I am or was enrolled at the following universities:

3.1. University / degree program

Name of university _____
(Official name as used by the university)

City: _____ Country: _____

Degree program: _____ Degree type: _____
(Official title used in the university's course catalog) (e.g. bachelor's)

Enrolled FROM _____ TO _____
Month/year (MM/YYYY) Month/year (MM/YYYY)

If you successfully completed the program: date of your final exam _____

3.2. University / degree program

Name of university _____
(Official name as used by the university)

City: _____ Country: _____

Degree program: _____ Degree type: _____
(Official title used in the university's course catalog) (e.g. bachelor's)

Enrolled FROM _____ TO _____
Month/year (MM/YYYY) Month/year (MM/YYYY)

If you successfully completed the program: date of your final exam _____

I am or was enrolled at more than two universities or in more than two programs and am submitting details of all my studies as a separate document following the format used here.

4. DETAILS OF PREVIOUSLY OBTAINED CREDITS

All Yes / No questions must be answered:

- | | | |
|-----|----|---|
| Yes | No | I have obtained credits prior to now. |
| Yes | No | I have completed assessed work or exams which were graded as definitively failed . |
| Yes | No | I have already successfully completed a degree program. |

NOTE: TU Berlin reserves the right to request a certificate of non-objection from previous/other universities.

5. APPLICATION FOR RECOGNITION OF PREVIOUSLY OBTAINED CREDITS (PART A)

I hereby request

- 5.1. placement in a higher degree semester based on my previously obtained credits as I would like to commence my studies in the aforementioned degree program in a higher degree semester in the semester applied for.
- 5.2. confirmation that my definitively failed examination(s) or assessed work does/do not prevent me from studying in the aforementioned program at TU Berlin.
- 5.3. degree-semester classification for re-enrolling in the 1st degree semester in the aforementioned degree program with the latest version of the examination regulations despite my previous enrollment in this degree program at TU Berlin.
I have obtained no or _____ credit points in the identical examination regulations from previous degree semesters.

6. DECLARATION

I declare that I have included all periods of study in full on the front of this application (or on an extra sheet of paper) and that I have not completed or definitively failed any examinations or course work other than those listed in the supporting documents (overview of achievements, transcript of records; final certificate with overview of subjects and grades), and that no further examination procedures are pending (registered but not yet taken/repeated).

I understand that

- I am required to submit the Application for Recognition of Previously Obtained Credits (**Part A** and **Part B**) completed in full and signed together with all proof (overview of achievements) as officially certified copies (with official seal) to the responsible examination board at TU Berlin.
- it is my responsibility to ensure that the Application for Recognition of Previously Obtained Credits (**Part A**) is submitted to the relevant service area at the Office of Student Affairs **IA** or **uni-assist** in due time and form following the decision of the examination board.
- for credits that are still pending at the time of application, I must/should apply to the responsible examination board at TU Berlin for detailed content-related recognition when submitting the Application for Recognition of Previously Obtained Credits (**Part B**) within the first two semesters of the new degree program.

**This form must be signed by hand
or by electronic signature using
the freehand function in PDF
readers.**



Date

**Digital signatures with signature ID
(certificate) are not accepted!**

Applicant's signature

(Application is not valid if not signed)

Decision of the responsible examination board at TU Berlin:

regarding **5.1.** Following a review of the documents submitted, credits can be recognized for the aforementioned degree program.

- The applicant is assigned to the _____ degree semester for the semester applied for.
- No** creditable course work or examinations have been completed.

regarding **5.2.** It has been established that the **definitively** failed exam(s) for the degree programs listed under no. **3.1.** **3.2.**
 3.

- represent(s) **no grounds** for denying admission to the degree program applied for, or
- is/are grounds** for denying admission to the degree program applied for.

regarding **5.3.** Following a review of the documents submitted, the following applies regarding the aforementioned degree program:

- It is possible to assign the applicant to the first degree semester as they have acquired no credits requiring assignment to a higher degree semester.
- It is **not** possible to assign the applicant to the first degree semester as they have acquired credits requiring assignment to a higher degree semester.

The Application for Recognition of Previously Obtained Credits (**Part A**) must be handed over to the applicant **directly** and without **supporting documents**. It is the responsibility of the applicant to submit the completed form, including the decision of the examination board, in due time and form when applying or enrolling to the responsible service area in the Office of Student Affairs **IA** or **uni-assist**!

The Application for Recognition of Previously Obtained Credits (**Part B**) and supporting documents are to be submitted directly to the Examination Office **IB** after content-related approval.

Stamp
Examination board

Date



Signature of the chair of the examination board