

## Application for the Approval of Modules including Assignment to a Semester

### Bachelor of Science / Master of Science

Only applications completed electronically and submitted by e-mail will be processed.

#### Personal Data

Surname:	_____	Degree programme in which the academic achievement was obtained:
First Name:	_____	
Matriculation No.:	_____	Degree programme for which the recognition is applied for:
E-Mail:	_____	_____

I hereby apply for recognition of my academic achievements as listed in the attachment.

I need a semester grading.

The required evidence (module description from the other university or faculty, certified transcript of records) must accompany the application.

Any processing of personal data is effected solely for the purpose of acquiring information regarding examinations taken. You do, however, have the right to refuse the electronic processing of said data (§ 7 HDSG).

I hereby declare that you agree to the electronic processing of personal data for the purpose specified above.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of the applicants

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these fields are filled in by the examination office

## Decision

File number:

Recognition of the submitted modules for the specified degree program at JLU is possible according to the appendix

Semester crediting / Grading:

On behalf of the examination committee

\_\_\_\_\_

Date / Signature

### Notice of legal remedies

An appeal against this decision may be lodged in writing with the Examination Board for consecutive degree programs of the Faculty 09 (Examination Office FB 09, Bismarckstr. 24, 35390 Gießen) within one month of its announcement (§§ 68 ff. of the Administrative Court Code). The objection should be justified and contain a specific request. A copy of the contested decision must be enclosed.

After enrolling in the new degree program, please register at the Examinations Office with a current certificate of enrolment (new degree program). Only then your FlexNow account (JLU's examination administration system) can be adjusted.

This letter of recognition is not a guarantee for a study place and does not replace the application for a study place. Please note the information on the application procedure: <http://www.uni-giessen.de/studium/bewerbung>. If you are placed in a higher semester, you must enclose or submit this letter with your application. Please note: the Registrar's Office will decide whether you will be placed in a higher semester.

**Appendix to the application for recognition: Academic achievements for which recognition is requested**

Name of the achievement to be recognized (title and module code, if applicable)	University or institution in which the academic achievement was obtained	Credits	Grade	Recognition as	These fields are filled in by the examination office.		
					Credits Faculty 09 (JLU)	Grade	Decision
				Unspecified oder free profile module Equivalent module Faculty 09 (code):			
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				Unspecified oder free profile module Equivalent module Faculty 09 (code):			
				Unspecified oder free profile module Equivalent module Faculty 09 (code):			
				Unspecified oder free profile module Equivalent module Faculty 09 (code):			

On behalf of the examination committee

\_\_\_\_\_  
Date / Signature of the applicant

\_\_\_\_\_  
Date / Signature