# Information for recognition of foreign academic achievements

**Important notes**

All information for the process of recognition: <https://www.europa-uni.de/de/internationales/Students/Outgoings/Exchange-studies/anerkennung/Anerkennung_WiWi/index.html>

All necessary information after the return: https://www.europa-uni.de/de/internationales/Students/Outgoings/Exchange-studies/Rueckkehr/index.html

**The application for recognition must be completed exclusively on the PC and sent by e-mail in .doc format to outgoing-wiwi@europa-uni.de.**

The application will not be processed until the documents listed below are complete. These must be sent by e-mail.

However, the Transcript of Records and the Grant Agreement must be in the original. All documents for download: <https://www.europa-uni.de/de/internationales/Students/Outgoings/Exchange-studies/downloadbereich/index.html>

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| --- | --- |
| **Non-EU:** | **All students:** |
| [ ]  Experience report | 1. **Application for recognition** - in .**doc format** by e-mail.
2. **Transcripts of Records** – is usually sent directly to us by the partner university. We will inform you of the arrival by e-mail.
3. **Letter of Confirmation**
4. where applicable, evidence of the level of study (study year) in which the benefits were provided (if not apparent from 2)
5. if necessary, information on university/study course (if no partner university).
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| **Erasmus+:** |
| **Auslandstudium ab dem WiSe 2016/17**[ ]  Grant Agreement (original)[ ]  Learning Agreement[ ]  Experience report[ ]  EU-Online student report[ ]  OLS language test (before and after mobility) |
| Students who have organized a semester abroad by themselves have to submit the documents for all students. |

You will receive a notification via your Viadrina e-mail address as soon as your certificate of recognition has been completed. It takes about 2-4 weeks. The Department of International Affairs will directly forward the recognition to the Examinations Office where the grades are going to be transferred.

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| Matriculation No.:Klicken Sie hier, um Text einzugeben. | Surname:Klicken Sie hier, um Text einzugeben. | First name:Klicken Sie hier, um Text einzugeben. | Date of birth:**.     .** | Major: Wählen Sie ein Element aus. |
| Official name of the foreign university: Wählen Sie ein Element aus. | Country of the foreign university: Wählen Sie ein Element aus. | City of the foreign university: Klicken oder tippen Sie hier, um Text einzugeben. | Stayed abroad; according to Letter of Stay: from – to: (DD/MM/YY – DD/MM/YY)**(     /     /     -     /     /     )** | Double Degree:Wählen Sie ein Element aus. |
| Scholarship:Wählen Sie ein Element aus. |

**Achievements to be recognized** Not filled in by student

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lfd.Nr.** | **Title of the course (as in Transcript of Records)** | **Foreign grade** | **Date of the exam** | **Module designation** | **ECTS-Credit** | **EUV grade** | **Notes** |
| 1 |  |  |  | Wählen Sie ein Element aus. |  |  |  |
| 2 |  |  |  | Wählen Sie ein Element aus. |  |  |  |
| 3 |  |  |  | Wählen Sie ein Element aus. |  |  |  |
| 4 |  |  |  | Wählen Sie ein Element aus. |  |  |  |
| 5 |  |  |  | Wählen Sie ein Element aus. |  |  |  |

Klicken oder tippen Sie, um ein Datum einzugeben.

Date of application

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Date and Signature – ECTS Departmental Coordinator Date and Signature - Examination Board