



**Information sheet
on request for recognition of coursework and examinations
for admission into a degree program in a higher subject-related semester**

Master's programs in Business and Economics in the Faculty of Business, Economics and Social Sciences

Submit the following documents:

1. Completed request form (2 pages). For each module, a separate request form must be filled out.
2. Detailed description of the competences, e.g. excerpt from the module catalog or a detailed lecture outline. It must be absolutely clear and without doubt which year and which coursework / examination the documents included are for.
3. Original transcript of records with information on individual grade (to be verified online or confirmed by an authorized office at the issuing university).
4. Completed cover page.

Submitting request:

The request is to be submitted to the Registrar's Office together with the application for acceptance by the end of the application deadline.

General information:

All requirements for recognition must be able to be seen in the request and documentation without any further research.

Admission is only possible if the student still has a right of admission to an examination in the degree program for which they are applying.

Admission is usually only possible if coursework and examinations totaling at least one semester's worth of work is recognized.

For degree programs with a restricted number of places, a place must be available.

In the application process, only those coursework and examinations can be recognized for which proof has been submitted by the application deadline.

Recognition of additional coursework and examinations may be requested at the Examinations Office within three months after the start of the semester for which admission is granted. If the request is not received by the Examinations Office together with the required documents by the deadline, the right to recognition is lost.

Important: The module name in the transcript of records and in the module catalog must be the same! It must be absolutely clear which module content and ECTS points have been assigned which grade. If the documents are incomplete or unclear, a review is not possible. In that case, recognition cannot be granted.



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1. Personal Information/ Angaben zur Person:	
Surname, First name/ Name, Vorname:	
Applicant number/ Bewerbernummer:	
Email:	

2. Information on Studies at the University of Hohenheim/ Angaben zum Studium an der Universität Hohenheim	
Semester for which the coursework/examination is to be recognized/ Studiengang, in dem die Leistung anerkannt werden soll:	<input type="checkbox"/> winter semester 20_____ <input type="checkbox"/> summer semester 20_____
Degree program for which the coursework/examination is to be recognized/ Studiengang, in dem die Leistung anerkannt werden soll:	<input type="checkbox"/> Master's in Economics <input type="checkbox"/> Master's in International Business and Economics
Requested subject-related semester/ beantragtes Fachsemester:	



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3. Information on Studies for the Coursework/Examination to be Recognized/ Angaben zum Studium, in dem die anzuerkennende Leistung erbracht wurde

University at which the coursework/examination was done/ Hochschule, an der die Leistung erbracht wurde:	
Country/Land:	
Degree program in which the coursework/examination was done/ Studiengang, in dem die Leistung erbracht wurde:	
Planned degree/ geplanter Abschluss:	
Number of semesters completed/ absolvierte Fachsemester:	

4. Information on Coursework/Examination/ Angaben zur Leistung

Coursework/Examination at the University of Hohenheim for which the recognition is to apply/
Prüfungsleistung an der Universität Hohenheim, für welche die Anerkennung gelten soll:

Module incl. module number (see module catalog):	
ECTS:	
Completed coursework/examination that is to be recognized/ Erbrachte Prüfungsleistung, die anerkannt werden soll:	
Name according to transcript of records/ Bezeichnung, gemäß Notenspiegel/Zeugnis:	
Grade according to transcript of records/ Note, gemäß Notenspiegel/Zeugnis:	
ECTS:	
Workload (hours):	
Comments:	



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I hereby bindingly request the recognition of the coursework/examination listed above. With my signature, I attest that this coursework/examination is not and was not already part of a recognition procedure at the University of Hohenheim. I also attest that the information I gave is correct.

To be completed by the University of Hohenheim:	
Entscheidung über die Anerkennung	
Vorschlag:	<input type="checkbox"/> anzuerkennen <input type="checkbox"/> nicht anzuerkennen
Name:	
Institut:	
Anmerkungen:	
Datum:	
Akademisches Auslandsamt (bei Leistungen aus dem Ausland)	
Umgerechnete Note:	

January 2024