

## Credit Transfer Request

Name: \_\_\_\_\_ Program: \_\_\_\_\_ Date \_\_\_\_\_

To be filled out by the student (see instructions below)

Title		CP	Grade	Semester	University	Proposed equivalent
1						
	Link:					
2						
	Link:					
3						
	Link:					
4						
	Link:					

1. Please specify if the title corresponds to a course (C) or seminar (S), and include a link to the syllabus, if available on the official website of the respective university.
2. Please attach a transcript, and pdf versions of the syllabi at your disposal, no matter if you introduced links in the table above this instructions. The syllabi must correspond to the year and semester in which the course or seminar was actually taken.
3. If you are requesting the transfer of CP from a Master program to your Ph.D. studies at the GSEFM, you must attach a confirmation of the equivalence of these studies with Ph.D. level studies. Please make sure that it has been issued and signed by the respective professor or Academic Records officer in a document with letterhead, and that it refers to the course or seminar offered in the actual semester in which you took it. General statements do not fulfill this requirement.
4. Submit your request to the Academic Records Office via [gsefm.exams@wiwi.uni-frankfurt.de](mailto:gsefm.exams@wiwi.uni-frankfurt.de)

I hereby confirm that I have attached to this request all the documents mentioned above: \_\_\_\_\_

Signature

To be filled out by the evaluator

Transfer accepted / rejected		Equivalent course or seminar (if applicable)	Field	Comments
1				
2				
3				
4				

Received by \_\_\_\_\_ on \_\_\_\_\_.

Submitted to Professor \_\_\_\_\_ for evaluation on \_\_\_\_\_.

Processed by the evaluator on \_\_\_\_\_.

Signature: \_\_\_\_\_