CONSTRUCTOR UNIVERSITY

Registrar Services Request for Transfer Credit
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Transfer Credits applications can be submitted to Registrar Services throughout the study period but ideally, at the start of the first semester, **within the drop/add period**, given that the recognition has to be refused if an examination procedure is already in progress (i.e. registration for the module has taken place) or a grade has already been achieved. Only **1 (one)** single application for Transfer Credits will be accepted – listing all courses that you would like to transfer. Registrar Services will only accept an *original transcript* issued by the university you attended prior to enrolling at Jacobs University. The transcript shall be accompanied by an explanation of the credit system at the respective university (i.e., credit to workload translation). You should provide a handbook of the program you attended and/or syllabi for the courses you plan to transfer. Students changing majors may submit a Transcript Credit request during the first semester after the major change.

Procedure:
- Once Registrar Services verifies the authenticity of the transcript, you should take the Transfer Credit form, together with the transcript and the course syllabi, to the Study Program Chair of your Major. Once you have discussed the option to transfer credits with the Study Program Chair, the latter will confirm by signing the Transfer Credit form. If you would also like courses outside your actual major to be transferred towards your degree, your Study Program Chair will consult with the respective colleagues.
- After the Study Program Chairs's approval, you are required to obtain also the signature of your Academic Advisor (AA).
- Once the form is complete and signed by all parties, Registrar Services will evaluate the application, check whether all formal requirements have been met, and decide on a case-by-case basis on the acceptance of the respective course credits.
- Finally, all transfer courses acknowledged will be added to your study results.

Regulations:
- Courses completed at other institutions may not be transferred as University Studies Courses.
- Students who transfer a significant number of credits may be treated as "Transfer students" and be placed into a higher semester of their major, thereby reducing the number of semesters left toward the completion of the degree.
- For coursework completed elsewhere while being enrolled at Jacobs University (i.e., during the semester breaks), students must apply for recognition of Transfer credit within one semester of this achievement.
- Transfer credits thus recognized by Jacobs University will be designated on the regular transcript of the student as having been earned at other institutions. No grade will be shown, nor will any grade from such coursework be included in the student's grade point average.

Registrar Services
Request for Transfer Credit

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First name:	Family name:	Matriculation No.:	Major:	Academic Advisor (AA):

Name of former university	Location of former university (City, Country):	Dates of attendance at former university:	Total number of credits to be transferred:

	Courses to be transferred		**Constructor University Modules**		**Approval(s)**	
	Course Title and Number *(at the previous university)*	**Credits/Grade** *(at the previous university)*	**Module Title and Number** *(please specify exactly which module – e.g. CH-341, CO-680, JTMS-MET-01, CA-S-ISCP-802, etc. – the transferred course will replace in the curriculum, i.e. in the Study and Examination Plan)*	**ECTS Credits** *(at Constructor University)*	**Study Program Chair's Approval (for CHOICE, CORE, Spec. area)**	**Module Coordinator's Approval** *(only needed if ECTS are transferred to Jacobs Track modules, e.g. Methods/Skills, Language, Big Questions, etc.).*
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Registrar Services is the last department to receive this form. Please submit it to the office after collecting all necessary signatures, including that of the AA

Approved by the Academic Advisor: _____
  Date   Name   Signature

Approved by Registrar Services: _____
  Date   Name   Signature