

Information concerning the recognition of already completed academic performances

Important: This info sheet refers to the recognition of academic performances of the Institute of Physics, exclusively.

All documents have to be submitted at the examination office.

Contact information: Examination office of the Institute of Physics
Hermann-Herder-Straße 3, Westbau, 1. OG
79104 Freiburg

studienberatung@physik.uni-freiburg.de

Procedure of recognition:

1. Fill out the "**Request for Recognition of Academic Performances**" ("Antrag auf Anrechnung von Studien- und Prüfungsleistungen") on next page.
2. In addition, the following documents have to be submitted to the examination office:
 - a. **Transcript of Records** or other **credits**
 - b. **detailed course description** (i.e. from module manual)
3. The completely submitted documents are forwarded to the examination committee by the examination office for review.
4. The examination committee reviews the equivalence and acceptability of the academic performances.
5. The student will be informed of the examination committee's decision.

Please complete this request on your computer, if possible, or write clearly legible.

Please submit all necessary documents printed and without staples!

Examination office of the Institute of Physics
Faculty for Mathematics and Physics
Albert Ludwig University Freiburg
Hermann-Herder-Str. 3
79104 Freiburg



Request for recognition of academic performances

Name: _____ Forename: _____

Course of study: _____

Matriculation number: _____

I herewith request the recognition of the academic performances listed in the overleaf table.

These academic performances were rendered at the following university /-ies:

(Name & address of the above-mentioned university /-ies)

I confirm that these academic performances were rendered to date and that at the above-mentioned university /-ies, I:

- ☐ did not lose the right of admission to an examination
- ☐ do not participate in any ongoing examination process
- ☐ do participate in an ongoing examination process.

The ongoing examination process is expected to be finished on _____ .

(Place, date)

(Signature)

Receipt stamp of the examination office:

Examination office of the Institute of Physics

Faculty for Mathematics and Physics

Albert Ludwig University Freiburg

Hermann-Herder-Straße 3

79104 Freiburg

Name, Forename: _____

Matriculation number: _____

Email address: _____



Tabular display of the academic achievements and exam performances for the request of recognition and if applicable ranking

Fill out by applicant				Fill out by examination office		
For ranking, please fill in your rendered performances.				Performance is accepted as:		
Title of performance	ECTS	Assessment / Grade	Recognition in module	Module	ECTS	Grade

Mandatory attachments:

- ☐ Transcript of Records or other credits
- ☐ detailed course description (i.e. from module manual)