CREDIT TRANSFER APPLICATION

Requests for transfer of credits for the 3rd year module must be submitted no later than the end of the first semester upon return to Bard College Berlin. The following must be submitted to the Registrar for processing by the examination board:

Credit Transfer Application
Course Information Sheet for each course (include both pages)
Course Descriptions (syllabi and essays if needed)
Official transcript (must be sent directly to Registrar from the host institution)

Last Name: _____________________________   First Name: _____________________________

Matriculation Number: ____________________

Areas of Concentration: ____________________   ____________________

Date: ____________________   Today’s date

Hereby I request that the following courses taken at ____________________ be transferred for credit:

(please enter the information below EXACTLY as it appears on your transcript)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Module for which the credits transfer is requested (3rd year, free electives, core, concentration)</th>
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__________________________________________   ______________________
Student Signature   Date
COURSE INFORMATION SHEET

to be completed by the student

Name of the Institution from which credits are to be transferred

Title of the Course

Course ID

Course Type
(lecture, seminar, language course etc.)

Name of Instructor

Course requirements/ assessment criteria (essay, test, presentation, participation, length of essays, etc.)

Final Grade

Credits

Course description attached (If needed the registrar’s office might additionally request a course syllabus).

Student Signature

Date
COURSE INFORMATION SHEET
To be completed by the Examination Board

The request was reviewed evaluating the following documents:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The grade will be transferred ☐
The grade will not be transferred ☐
Due to the lack of comparability the following grade will be awarded ____________
The following ECTS credits will be awarded ____________

Comments:

________________________________________________________________________

_________________________________________________________  ____________________________
Signature of Examination Board Chair                           Date

_________________________________________________________  ____________________________
Signature of Registrar                                           Date