

# CREDIT TRANSFER APPLICATION

Requests for transfer of credits for the 3<sup>rd</sup> 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)

Course ID	Course Title	Credits	Grade	Module for which the credits transfer is requested (3 <sup>rd</sup> year, free electives, core, concentration)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# COURSE INFORMATION SHEET

to be completed by the student

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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

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The request was reviewed evaluating the following documents:

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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:

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Signature of Examination Board Chair

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Date

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Signature of Registrar

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Date