

# Credit Transfer Request

(for outgoing exchange students)

Upon return from an exchange:

Complete and submit this form along with the course syllabi of any courses that you have not agreed on with your liaison officer in the Equivalency Assessment Form to the **STUDENT SERVICE CENTER**. The SSC officer will then forward all exchange-related documents to the respective liaison officer for final approval.

Student Data:

First Name:  Last Name:  Student ID #:

Study Program at MU:

Course Data:

Partner Institution:  Term of Exchange:

Liaison Officer:

I am applying for the transfer of the following courses passed at the above mentioned institution for the above mentioned program, referring to § 2 (2) of the Examination Regulations.	I certify that MODUL University Vienna will transfer the following courses passed at the above mentioned institution to the above mentioned program.
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Partner University Course (s)	ECTS/ Credits	Grade	MODUL University Course (s)	ECTS	Transfer <small>(box to be ticked by Liaison officer)</small>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Total ECTS			Total ECTS		<input type="checkbox"/>

_____ Student's signature      Date	_____ Liaison signature      Date Officer's	_____ Dean's signature      Date
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Note: For technical reasons, your credit transfer may only be entered into our electronic grading system (visible to you via your student account) at the end of the current semester. This does not affect the validity of the credit transfer in any way.