

**PETITION TO TRANSFER TO ANOTHER UNIVERSITY /
CHANGE DEGREE PROGRAMMES AT THE BUW /
PURSUE A DOUBLE DEGREE**

Visitor address:
Campus.Office
Geschwister-Scholl-Straße 15
99423 Weimar

ID: DSL-003
Stand: 12/2012

Petition to

Page 1 to be completed by the petitioner

Transfer to another university
Change degree programmes at the BUW
Pursue a double degree

Transfer/change to begin _____ summer semester 20 ____ / 20 ____
winter semester

Personal information

Surname, First name _____
Date of birth _____
Street, House no. _____
Postal code, City _____
Registration number _____
Area code/Tel. number _____
E-mail address _____

Prior course of study

Degree programme/s	Completed semesters
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Desired course of study

Degree programme/degree _____
Desired semester of entry _____

Submitted documents

Certified copy of your higher education entrance qualification (Abitur, A-levels, secondary school diploma, etc.)
Official certified transcript of courses and examinations, including failed re-takes

Diploma certificate (certified copy) from a university of applied sciences degree programme _____
University degree certificate (certified copy) degree programme _____

Date _____
Signature _____

Assessment by the examination committee

Recognition of submitted proofs of examination and academic achievement

Surname, First name _____
for the degree programme _____

the submitted diploma certificate from the university of applied sciences is recognised

the submitted university degree certificate is recognised

the following academic work is recognised: _____

the following academic work must be submitted: _____

Decision of the examination committee

Following careful review of the petition (including all submitted documents), **the examination committee decides:**

The petitioner is permitted to commence study in the _____

semester

of the degree programme _____

in accordance with the examination regulations _____

concluding with the degree _____

Conditions of permission (with fixed deadlines), if applicable: _____

Date _____

Examination committee chairperson _____

Decision of the Student Office

The petitioner is permitted to commence study

in the _____ summer semester 20 ____ / 20 ____

winter semester

semester _____

degree programme _____

in accordance with the examination regulations _____

not permitted to commence study as petitioned

for the following reason (s):

petitioner does not meet the academic requirements

higher education entrance qualification was not

submitted with petition

lack of available study places

Date _____

Signature _____
