




Guide: Fill out an application

Homepage of the WiSo credit transfer centre



UNIVERSITY OF COLOGNE

Faculty of Management, Economics and Social Sciences
Credit Transfer Center

Home Formal notes Types of application Consultation hours Service/Contact FAQ

ctc > Types of application > Final crediting > From another German university

Final crediting


If you want to transfer credits from another German university you have to apply for that while applying for the [admission to the examination procedure](#) at the examination office. Behind the same link you can find more detailed information in the checklists for Bachelor and Master.

Below you can learn about the procedure of your final-crediting application.

Procedure

Create and submit final-application online with your uploaded certificate	▼
Sign and hand in final-application	▼
Hand in supporting evidence if necessary	▼
Wait while processing	▼
Collect supporting evidence if applicable	▼
Application completed	▼

[Start your application for final-crediting](#) ←



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Information Achievements Personal Data Contact

On your first Login you get additional rights and have to login a second time.

Login with Student IT Account

Please enter your University of Cologne IT account username (the one you use to access WiFi, KLIPS, Mailportal etc.)

Password:

Stay logged in on this computer

For subject semester classification, you must first register

Please register with your private e-mail address. The necessary code can be found on the website of the Examination Office.

<https://wiso.uni-koeln.de/de/fakultaet/dekanat/zentrale-fakultaetsverwaltung/pruefungsamt/po-2015-po-2021/bescheinigungen/ortswechsel-quereinstieg-sowie-fachsemestereinstufung/fachsemestereinstufung>



Update personal information and select application type



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Sprache



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Information Achievements **Personal Data** Contact Logout

Edit Personal data

Matriculation number * 123456

student.pruefungsnummer.label

Salutation * Herr

Name * Doe

Given name * John

E-mail * johndoe@smail.uni-koeln

Telephone

Course of Studies *

Please choose...

You can't edit your studycourse, while you have an open achievement!

Update

Information Achievements **Personal Data** Contact Logout

Create Achievement

Achievement Type * Please choose...

Comment

Please choose...

Advance application

Final application

Create

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! When selecting the course of study, pay attention to the correct course of Studies



Select final application



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Information Achievements Personal Data Contact

Logout

Create Achievement

Achievement Type **Final application**

Comment

! For subject semester classifications, the subject semester classification is displayed here

Create

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Information Achievements Personal Data Contact

Logout

Final application from 4/29/24 11:36 AM, last changed on 4/29/24 11:36 AM (New)

Achievement 19.133 created

Comment

Save comment

Certificate



Further documents



to Achievement's List

Achievements

Courses at Cologne

External Courses

Action

Add the courses here



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Add Cologne courses



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Information Achievements Personal Data Contact Logout

Final application from 4/29/24 11:36 AM, last changed on 4/29/24 11:36 AM (New)

Achievement 19,133 created

Create Anrechnung

Credit transfer type * Please choose...
Course at Cologne |
For further Courses at |
Description course
BM - Basic Module (Core Module)
AM - Aufbaumodul (Advanced Module)
EM - Ergänzungsmodul (Supplementary Module)
SM - Schwerpunktmodul (Specialization Module)

to Achievement's List

Save comment

Certificate Further documents

OK Cancel

Achievements
Courses at Cologne External Courses Action

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Final application from 4/29/24 11:36 AM, last changed on 4/29/24 11:36 AM (New)

Achievement 19,133 created

Create Anrechnung

Credit transfer type * one Cologne Course, one or many external Courses
Course at Cologne |
Description course
BM - Basic Module (Core Module)
AM - Aufbaumodul (Advanced Module)
EM - Ergänzungsmodul (Supplementary Module)
SM - Schwerpunktmodul (Specialization Module)

to Achievement's List

Save comment

Certificate Further documents

OK Cancel

Achievements
Courses at Cologne External Courses Action

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Choose the course from the University of Cologne that you would like to have credited.

! If the option "one or many Cologne Courses, one external Cours" is selected, the external module will be checked for possible crediting for all specified Cologne modules TOGETHER. We check as stated in the application and not which module combinations are possible.



Universität zu Köln

Add external courses



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Faculty of Management, Economics and Social Sciences
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Information Achievements Personal Data Contact Logout

Final application from 4/29/24 11:36 AM, last changed on 4/29/24 11:45 AM (New)

1 Achievement 19.133 created

Comment

Save comment

Certificate
Further documents

to Achievement's List

Achievements

Courses at Cologne	External Courses	Action
AM Computational Methods	Add Assignment	

Add the external course

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1 Achievement 19.133 created

Create Assignment

Country *

University *

Course *

Course

Grade *

OK Cancel

Save comment

Certificate
Further documents

to Achievement's List

Achievements

Courses at Cologne	External Courses	Action
AM Computational Methods	Add Assignment	

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Universität
zu Köln

Add external courses and upload evidence

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Achievement 19,133 created

Save comment

Certificate
Further documents

Achievements
Courses at Cologne

AM Computational Methods

Country * Georgien

University * Grigol Robakidze University

Course * Please choose...
Course
Grade * Marketing

Management I
Marketing
Mathematics II
Human Resource Management
Investment and Portfolio Management II
--- Create new Course ---

OK Cancel

to Achievement's List

External Courses

Add Assignment

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If you can't find your external course in the list, scroll down to the end of the list. There you find the option --Create new Course --

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Final application from 4/29/24 11:36 AM, last changed on 4/29/24 11:52 AM (New)

Achievement 19,133 created

Comment

Save comment Submit Achievement

to Achievement's List

Certificate
Further documents

Achievements

Courses at Cologne	External Courses	Action
AM Computational Methods	Organizational Theory - bestanden Proof of content Proof of workload	
	Investment and Portfolio Management I - bestanden Proof of content Proof of workload	
	further Assignment	

Include evidence of the course content and workload

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- As PDF file
- Scope: no complete module manuals (only the relevant passage for the module in question)
- In English or German
- Alternatives: Syllabus or lecture and exercise slides
- Scope: no complete module manuals (only the relevant passage for the module in question)

Upload your certificate and submit the application

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1 Achievement 19.133 created

Comment

Save comment Submit Achievement

Certificate Upload your certificate/Transcript of Records, if necessary, don't forget the ZIB stamp

Further documents

Achievements

Courses at Cologne	External Courses	Action
AM Computational Methods	Organizational Theory - bestanden	
	Proof of content	
	Proof of workload	
	Investment and Portfolio Management I - bestanden	
	Proof of content	
	Proof of workload	
	further Assignment	

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Comment

Save comment Submit Achievement

Certificate

Further documents

Achievements

Courses at Cologne	External Courses	Action
AM Computational Methods	Organizational Theory - bestanden	
	Proof of content	
	Proof of workload	
	Investment and Portfolio Management I - bestanden	
	Proof of content	
	Proof of workload	
	further Assignment	

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! After submitting your application on our homepage, you will also receive your application by e-mail. By clicking on "Send application" you have successfully sent us the application. It is not necessary to additionally submit the signed application.

