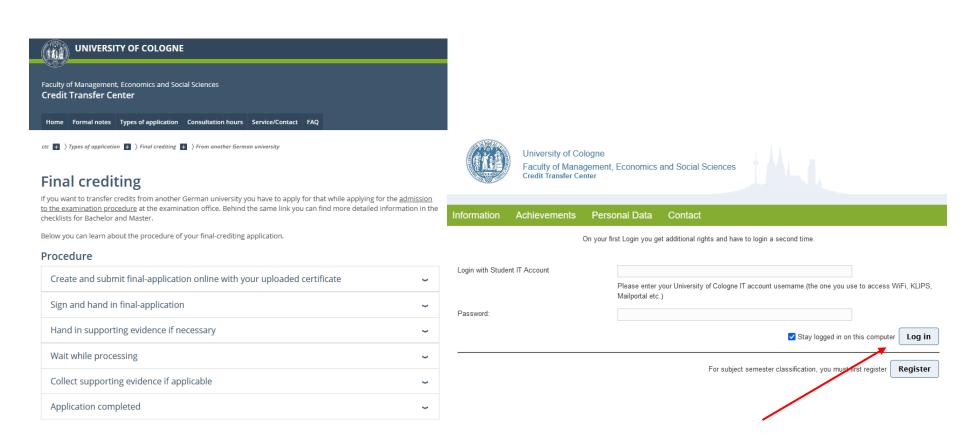




# Instructions: Fill out an application for credit transfer

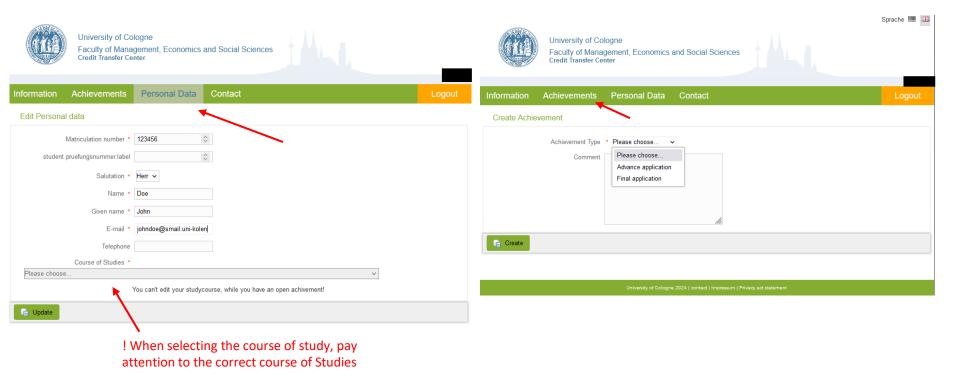
### Homepage of the WiSo credit transfer centre



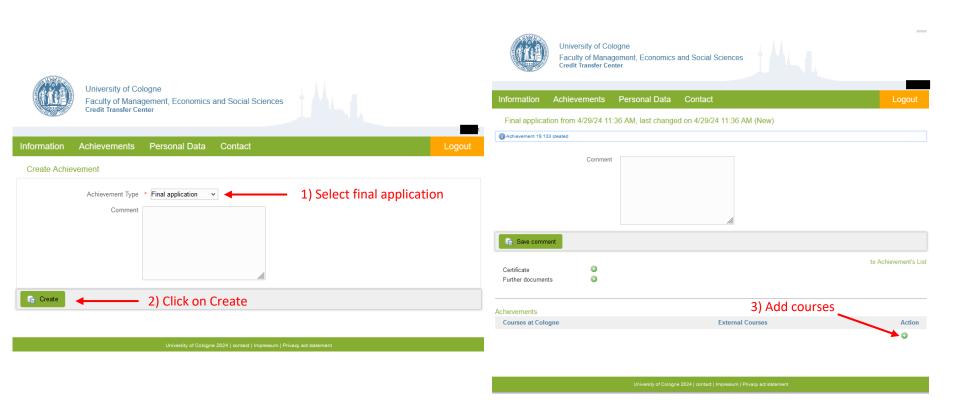
Start your application for final-crediting



## Update personal information and select application type

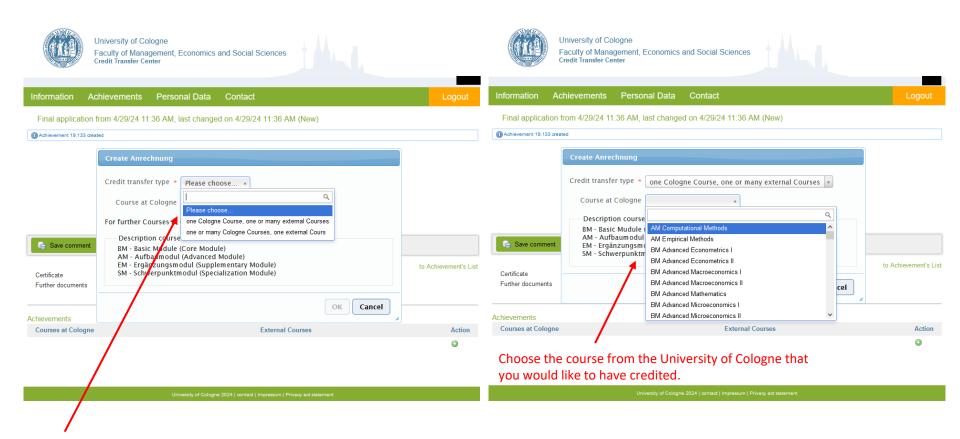


#### Select final application and add courses





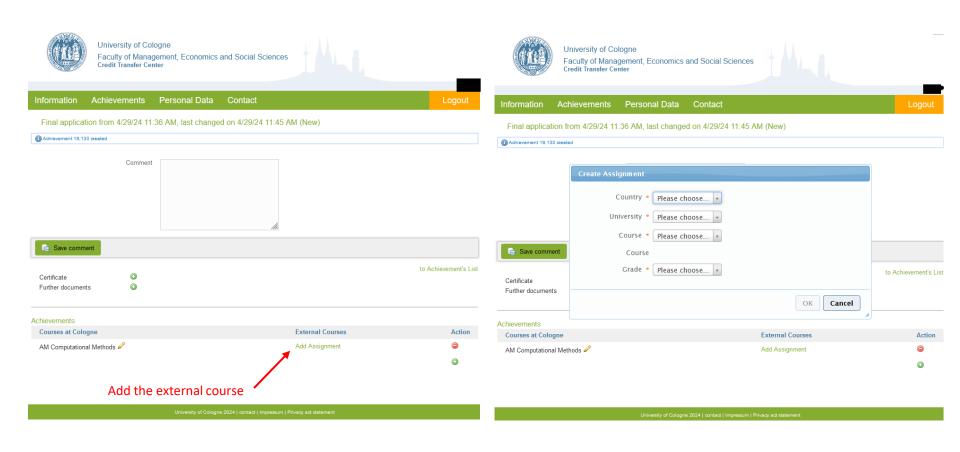
#### **Add Cologne courses**



! 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.

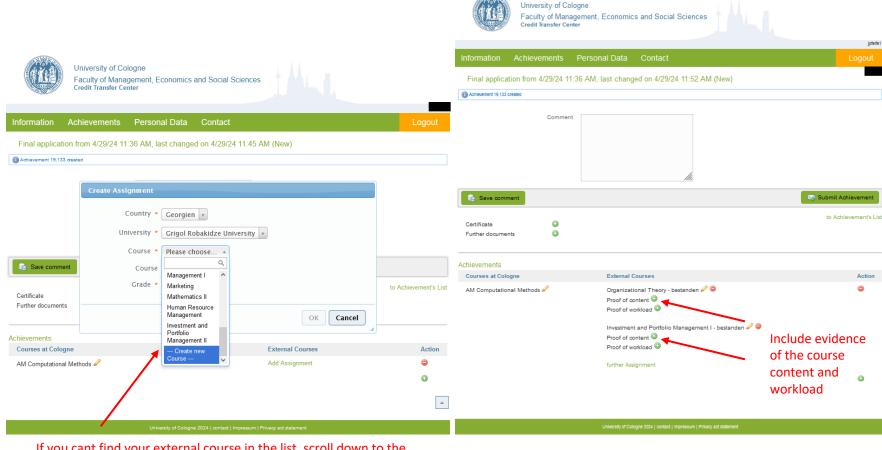


#### Add external courses





#### Add external courses and upload evidence



- If you cant find your external course in the list, scroll down to the end of the list. There you find the option —Create new Course --
- As PDF file
- Scope: no complete module manuals (only the relevant passage for the module in question)
- In English or Germen
- 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

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.

