



## CHECKLIST

### Recognition of previous academic achievements "upon request"

Mainz University of Applied Sciences

Recognition and crediting of previous academic experience take place either as part of the application process (if **applying to a higher semester**, an **application for recognition must** be submitted) or after enrollment (students in the first semester or students in a higher semester who are only seeking recognition of individual modules):

- **Recognition during the application process to a higher semester of the degree program:**  
The application for recognition, along with transcripts and module descriptions, must be uploaded to the application portal **in addition to** the generally required application documents.
- **Recognition after enrollment:**  
The application for recognition along with transcripts and module descriptions should be submitted to the office of the School of Engineering carrying out the recognition no later than four weeks after the start of classes and in observance of the examination registration and de-registration deadlines using the Seafire link <https://seafire.rlp.net/u/d/e7e6da54470e4a6cb141>
- Achievements completed at a university of applied sciences will be recognized upon request, provided there are no significant differences between these and the modules to be replaced.
- Recognition of academic achievements can only take place if you have not yet begun the examination process at Mainz University of Applied Sciences for the respective module.

Application for recognition	<input type="checkbox"/>
Clearance certificate*	<input type="checkbox"/>
Transcript (including ECTS, grade, number of attempts including failed attempts)	<input type="checkbox"/>
Module guide (or a link to it) (alternatively, documents indicating the learning outcomes)	<input type="checkbox"/>
De-registration certificate*	<input type="checkbox"/>

\*Only required in the application process, not mandatory for the application process through uni-assist

Please note:

- The documents refer to all degree programs in which you were enrolled.
- The clearance certificate and transcript must be dated after your de-registration. If you do not have a de-registration certificate at the time of application, it must be submitted after

enrollment.

- If any documents are missing, the office performing the recognition (or the Office of Student Affairs) will inform you about subsequent submission.
- Incomplete or incorrect documents cannot be reviewed.
- Please allow sufficient time for the processing of your application. Early submission is therefore recommended.

Who to contact:

- Office responsible for the transfer and recognition of credits at the School of Engineering:
  - Katja Reinhardt (Holzstraße 36 | 55116 Mainz | Room H2.14 | T +49 6131 628-1025 | [katja.reinhardt@hs-mainz.de](mailto:katja.reinhardt@hs-mainz.de))
  - Simon Hermann (Holzstraße 36 | 55116 Mainz | Room H2.14 | T +49 6131 628-1026 | [simon.hermann@hs-mainz.de](mailto:simon.hermann@hs-mainz.de))