

**European University Viadrina Frankfurt (Oder)
Faculty of Business Administration and Economics
– Examination board –**



**Information sheet for the official form
Approval of in country credits earned from exams and other course achievements**

Who needs this form?

Students wish to approval of in country credits earned from exams and other course achievements from outside European University Viadrina.

What do you have to take into account?

The approval committee in charge is, without any exceptions, responsible for the approval of credits earned from exams and other course achievements. The application has to be addressed to the head of the approval committee¹. Incomplete and incompletely filled-in forms will not be considered!

**European University Viadrina Frankfurt (Oder)
Examination board of the Faculty of Business Administration and Economics
Große Scharrnstraße 59
D-15230 Frankfurt (Oder)
Germany**

All copies of transcripts as well as their corresponding module descriptions (including information about qualifications, contents, literature and ECTS-credits) need to be attached to the application.

ATTENTION!!! Please make copies for your personal records before submitting original documents!

What happens to the processed application form?

The examination board forwards the processed application form directly to the examination office. The recognized study and examination achievements are then entered accordingly in viaCampus.

¹ Not to be mistaken for the examination office!

