Application for Recognition and Transfer

of Academic Credits, Examination Results and Qualifications acquired outside higher education in accordance with § 10 of the Examination Regulations of Johannes Gutenberg University Mainz for Certificate Programmes and the applicable JGU Recognition Regulations

JOHANNES GUTENBERG UNIVERSITÄT MAINZ

Student Information

Last Name, First Name (in block letters) ..... Date of Birth

Street, No. ..... Phone / E-Mail

ZIP-Code, City ..... Student ID number

I hereby apply for the recognition of the following academic credits/examination results:

	Course title/type	Exam type	When	Grade	Credits
1.					
2.					
3.					
4.					
5.					

I hereby apply for the recognition of the following qualifications acquired outside of university (e.g. internship, volunteering, etc):

	Type of qualification	Completed at **company/institution, city, country**	Hours per week	Date (from...until...)
6.				
7.				

Student declaration:
I hereby confirm that the information provided in this application regarding all relevant academic credits, examination results, and qualifications acquired outside higher education is complete and accurate

City, Date _____ **Signature** _____

To be completed by the academic advisor for the relevant certificate programme or by the JGU Central Coordination Office for Certificate Programmes: The academic credits/examination results listed above are recommended for recognition:

	as course	Module	Grade	Credits
1.				
2.				
3.				
4.				
5.				
6.				
7				

Last Name, First Name Academic Advisor / JGU Central Coordination Office for Certificate Programmes _____ **Date, Signature, Stamp**

This form, together with supporting documentation for academic credits, examination results, and qualifications acquired outside higher education, must be submitted either electronically or in hard copy to the office responsible for the recognition of credits and qualifications (JGU Central Coordination Office for Certificate Programmes). We recommend submitting the application in person during office hours so that any questions can be addressed directly.

as of January 8, 2026