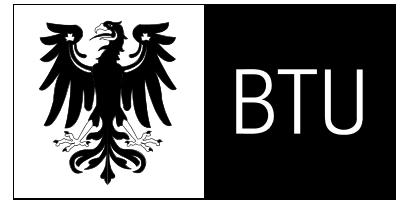


# Application for Foreign Students to Transfer to another Programme of Study



Brandenburgische Technische Universität Cottbus  
Department of Student and Academic  
Affairs  
Enrolment and Examination Office

Matr.no.:

Surname, First name:

Address:

Tel.:

E-Mail:

Please check the appropriate box:

Programme Transfer  
§ 14 Matriculation Regulations BTU

Parallel Studies  
§ 13 Matriculation Regulations BTU

Promotion to higher semester  
§ 2 Matriculation Regulations BTU

for \* summer semester 20..... winter semester 20.....

**I study/studied\* at**

in the study course:

in the following semester:

**I want to transfer to study course:**

Date:

Signature:

**Attention:** According to the examination regulation, exam results from other courses of study will be accredited, as long as they are of the equivalent workload. Failed exam results are accredited as well. Transfers will only be valid after rematriculation.

**Attention: Foreign students must hand in their application to the International Office BEFORE they approach the examination board.  
For applications to a higher semester, exam results of the previous course at the BTU must be handed in.**

**Notes on Approval by International Office** (not to be filled out by applicant):

The transfer of study course /double major / promotion to the ..... semester\*, for formal reasons, is (Admittance to Higher Education)

approved

not approved

Date:

Signature/Stamp:

(\* cross out non-applicable)

**Notes on Approval by Examination Board** (not to be filled out by applicant):

The transfer of study course / double major / promotion to the ..... semester\* is

approved

not approved

Date:

Signature/Stamp:

(\* cross out non-applicable)

Counselling with the course counsellor of the desired study course has taken place.

**Verification of the Course Counsellor:**

Date:

Signature/Stamp: