

Application for Credit Transfer to HHL's MBA program

Name:

Foreign Partner University:

Semester dates abroad: -

I apply to transfer the following credits and grades:

Course title	Total contact hours	Grade according to transcript	German equivalent (given by Dept. Intl. Relations)	Credits (given by dept. Intl. Relations)

- Transferable is a maximum coursework of 12 credits. 1 credit=10 in-class hours.
- Courses taken abroad as a substitute for courses of the terms one to four of the HHL-program must be approved by the responsible HHL-professor.
- Transferable only are courses related to business administration or management or economics
- The transfer will be done for credits AND grades. The equivalence of foreign grades to HHL's grading scale is published on the Internet.
- Prerequisite for a transfer is a written report about the study abroad period.

Encl.: copy of transcript.

Date:

Signature: