

APPLICATION FOR INDIVIDUAL RECOGNITION OF PREVIOUS ACHIEVEMENTS

Important Information:

- Please **complete the form digitally** for easier processing. You can fill out the form directly in your browser (Chrome/Firefox). Printing and scanning are not required.
- Use this form only if applying for recognition through our online recognition system is not possible.
- For assessment, **uncertified copies of your relevant documents are sufficient**.
- Submit the application with the documents you wish us to review via email to recognition-online@iu.org

Checklist for your application for recognition of previous achievements

Please send us simple copies, as we are unable to return your documents. We are happy to review your application without certified copies¹. Tip: To speed up the processing of your application, it is helpful to name your documents as follows: Content_FirstName_LastName.

Have you successfully completed vocational training or further education?

- Full and official proof of completed vocational training or further education (e.g., Chamber of Commerce Examination Certificate)
- Training curriculum (overview of the professional content taught, proof of achievements and class hours)
- For further education completed at foreign institutions: overview of their grading system

Have you studied at a university?

- Transcript/grade overview of completed study achievements and credits/module handbook with course contents (either in German or English)
- For academic achievements at foreign universities: overview of their grading system

Have you successfully completed a certificate programme?

- An uncertified copy of the certificate
- Description of the content covered and/or proof of the duration of the certificate programme.

Do you have work experience?

- Official proof of employment from the employer (including the following details: detailed description of the role, duties, and duration). Please use the “Employer Confirmation” form for this. Use the search function on our website to look for ‘Employer Confirmation’ or alternatively submit a qualified employment reference (including all the aforementioned details).

If you have any questions, please contact our student advisory team.

¹ IU International University GmbH reserves the right to request certified copies in cases of doubt.

Individual Application

Personal information (mandatory fields)

Please complete the fields digitally. Only fill in the existing form fields.

Study Programme
(Example: B.A. Business Administration)

Salutation

☐ Mr ☐ Mrs ☐ Non-binary

First Name

Last Name

Street

Postal Code

City

Telephone

E-Mail

Date of Birth

IU Student ID Number
(if already available)

Example (This excerpt shows how to fill in the table.)

Which IU courses should be reviewed for recognition for your studies at IU?		Based on which previous achievements should we grant recognition?		
IU Course Name	IU Course Code	Type of previous Achievement (Name of the course, name of the vocational training or further education, type of professional experience)	Institution (Where did you complete your previous achievement?)	Credits/Hours (What is the extent of your previous achievement?)
Statistics	BSTA01-02_E	Applied Statistics	Sample University	5 Credits
Business 101	BBWL01-01_E	Position in Management Consulting	Sample Company	2015–2018 40h/Week

Please note: You can find the course codes and course names for your degree programme in the curriculum or in the module handbook.

Course Selection

[illegible]

Next Steps

1. We will confirm receipt of your application and inform you if any additional documents are required.
2. We will notify you once we have forwarded your processed application to the Examination Board for final approval.
3. You will receive your recognition notice.
4. We will forward the recognition notice to the Exams Office so that approved transfer credits can be recorded in your performance overview.

Please note: Once your previous achievements have been recognised, you cannot participate in examinations for the recognised courses. If you have registered for an examination in a module for which you have also applied for recognition, your application for recognition for this module will be invalid in accordance with §7, paragraph 1 of the General Examination Regulations of IU International University of Applied Sciences.