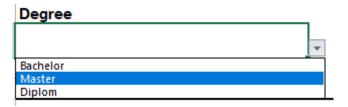# Instruction for the recognition form

Step 1: Fill out the header

First, please fill in the header of the document by entering your first and last name as well as your student number.

The Second line uses drop-down menus. Please select your intended degree, course of study and type of recognition by clicking the small gray arrow in the respective field and then selecting the entry that is applicable to you. Please note that you cannot select the degree program until you have selected the degree.

Degree

Bachelor
Master
Diplom

Step 2: Which module to you want to get recognized

Please indicate which modules you would like to have recognized under "Details on the already completed/planned modules". If you have completed the module at the TUM, please also enter the TUM ID of the module (usually 2 letters and 4-5 numbers, no long lecture numbers).

If you have completed the module outside of Germany, please enter the grade as it appears on the transcript (e.g. "96"). The conversion into the German grading system will be done by us.

Details on the already completed/ planed modules

Module name (please at the module number if the module was completed at the TU Munich)	Grade	SWS	Credits
Advanced Mathematics 1 [MA9601]	1,7	4	5
Introductory Statistics [MA9602]	3,3	3	3

Step 3: How should the modules be recognized?

Please indicate how you want the module to be recognized under "Details on the modules in current degree program". To do this, select where the module should be included in the "Position in your curriculum" dropdown menu.

- If the recognized module is supposed to replace an existing module, please select the module to be replaced in the dropdown menu "Module name".

- If the recognized module is an additional elective module, you can leave the field "Module name" empty. In this case, we only need the information where you want to have it included.

If you want two or more modules to be recognized as one module from your study program, write them below each other and fill in this part identically:

Details on the already completed/ planed modules				Details on the modules in the current degree program		c tl n
Module name (please at the module number if the module was completed at the TU Munich)	Grade	SWS	Credits	Position in your curriculum (Name_DegreeCourse-of-study/Version)	Module name	y
Advanced Mathematics 1 [MA9601]	1,7	4	5	GOP_BScLSB20211	[MA9609] Höhere Mathematik und Statistik (7 Credits)	
Introductory Statistics [MA9602]	3,3	3	3	GOP_BScLSB20211	[MA9609] Höhere Mathematik und Statistik (7 Credits)	

Step 4: The content equivalence

Sometimes we require a review of the content equivalence of our mandatory modules and the modules you already attended.

We will assess whether this is the case and inform you separately after you have submitted your application.

Therefore, leave this area blank for the time being and do not approach lecturers proactively!

Confirmation of content equivalency by the expert responsible for the TUM module		
yes	no	Date, stamp und signature

Step 5: Finishing

After filling out the form, you can save it as a PDF file by clicking the "Save as PDF file" button. It will automatically be named as it should be, so please do not rename it!

Please do not forget to sign the application at the end before sending it to recognition.co@ls.tum.de.

All information regarding the recognition process can be found at our   Homepage.

With your signature you confirm that you have attached the module descriptions, Transcript of Records and grading scheme to the application. In the case of recognition abroad, please also send the Learning Agreement.

save as PDF file

Date, Signature student