

Request to Waive Bridging Course

Family Name:	
Name:	
Mat. Number:	
Study Program:	
Student Email:	

	Title of Bridging Course	Title of Previously Taken Course
1		
2		
3		

Dear Academic Record Office,

I hereby apply for the recognition of previously obtained credits from my prior university for the bridging course _____. I attach a valid and certified grade transcript, the official description of the respective course from the faculty, and a printed copy of the course description from my prior university.

I strongly believe that I can cope with the content of the above mentioned course since I have successfully passed the respective lecture/seminar at my previous university.

Signature: _____ Date: _____

Attachments:

- ✓ Certified Grade Transcript and
- ✓ Officially confirmed description of the to-be-waived course (with stamp + signature from the previous university) or
- ✓ a print out of the to be waived course description with the related, published homepage link (URL) from the previous university.

Note: If you are applying to waive more than one bridging course, please sort the attachments in the order which corresponds with the above chart.