

CREDIT TRANSFER APPLICATION

Students seeking to transfer credit earned outside of Bard College Berlin toward their degree must apply to the Examination Board for approval. Credit Transfer Applications are due at the end of Week 5 of each semester. Once the Registrar's Office receives the application, it is then reviewed by the Examination Board. Students are informed of the Examination Board's decision before the end of the semester.

The following documents must be submitted to the Registrar for processing by the examination board:

- Credit Transfer Application
- Official transcript (must be sent directly to Registrar from the host institution)
- Course Syllabi
 - Where syllabi are not available, you can submit course descriptions and complete the Course Information Sheet for each course with the relevant information

Last Name: _____

First Name: _____

Matriculation Number: _____

Degree Program: _____

Area(s) of Concentration: _____

Date: _____
Today's date

I hereby request that the following courses taken at _____
be transferred for credit:

(please enter the information below EXACTLY as it appears on your transcript)

	Course ID	Course Title	Credits (as on transcript)	Grade (as on transcript)	Module for which the credit transfer is requested (e.g. 'Greek Civilization', 'Arts through Theory', 'Macroeconomics', 'Elective', etc.)*
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

*Please consult your program's module handbook to allocate your previous coursework toward your Bard College Berlin degree requirements. The module handbooks for each degree program can be found at:
<https://berlin.bard.edu/academics/degree-programs/>

Student Signature

Date

COURSE INFORMATION SHEET

to be completed by the student only where syllabi are not available

Name of the Institution from which
credits are to be transferred _____

Title of the Course _____

Course ID _____

Course Type
(lecture, seminar, language course etc.) _____

Name of Instructor _____

Course requirements/ assessment criteria (essay, test, presentation, participation, length of essays, etc.)

Final Grade (as they appear on the transcript) _____

Credits (as they appear on the transcript) _____

☐ Course description attached (If needed the registrar's office might additionally request a course syllabus).

Student Signature

Date

COURSE INFORMATION SHEET

To be completed by the Examination Board

	Course ID	Grade transferred (Y/N)	If not, grade awarded by Exam Board	ECTS awarded	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Signature of Examination Board Chair Date

Signature of Registrar Date