

## Form for the recognition of language courses completed at external universities

### Note:

For recognition, your external achievements must be checked by the respective language department.  
For this purpose, the department needs the information and documents requested below.

### *Requirements for processing your application:*

1. *Completeness of the documents*
2. *All documents submitted must bear an official **stamp and signature** of the person in charge*

### **Please enclose the following documents with the application:**

- ☐ Certificate of proof of achievement(s) **with signature and stamp of the institution**
- ☐ Course description (syllabus) with information on title, course content, total scope, level, teaching material used, examination content, and language of instruction **with signature and stamp of the institution**

Your data:	
Name:	
Matriculation number University of Würzburg:	
Email:	

Information about the course completed:	
Organizing institution: (university, faculty, language centre)	
Matriculation number at the external university:	
Title:	
Course level: (GER-classification, level A1-C2)	
Grade:	
Total scope of the course:	
Contact person at the external university (name and official contact data):	

The recognition procedure usually takes 4 weeks, you will be notified by email.

**If we are not provided with complete data and documents, the application will not be processed.**