

## Documents for entry into a higher semester

If you have decided to change university or degree programme, you must enclose the following documents with your application in the **original or as a certified copy**. In the case of previous studies abroad, all documents must be submitted with an **officially certified translation**:

- Current grade sheet, issued by the examination office of the previous university (for previous studies abroad with officially certified grading scale)
- Application for recognition of examination results (link: <https://www.tha.de/en/Forms-and-Informationcenter.html>)
- List of examinations that are expected to be taken before the intended change of university
- Details and proof of the semesters studied to date
- Information and proof of the current semester at the previous university
- Subject content descriptions or module handbook of all modules with ECTS points of the previous degree programme (in the case of previous studies abroad with officially certified translation)
- Curriculum vitae, in particular with details of school education and previous course of study
- Reasons why a transfer to Augsburg University of Applied Sciences is planned
- University entrance qualification (Abitur certificate)
- Proof of practical work experience before commencing the degree programme
- If already exmatriculated: Current proof of reason, semester and year of exmatriculation
- If not yet exmatriculated, a current confirmation from the examination office of the current university that no proceedings are pending, the result of which may be that the applicant has definitively failed the degree programme (e.g.: an ongoing appeal procedure)
- Indication and proof of the total of all ECTS points earned to date