Checklist: Credit Transfer

(This checklist works for ERASMUS students and all other students who would like to transfer credits from studying abroad. Please print everything marked yellow!)

**While you are in Göttingen:**

- Call up a [FlexNow transcript overview](http://www.uni-goettingen.de/de/432756.html) to check which modules you have not completed yet.  
- Check the courses on offer at your chosen university abroad. Which courses could fit the Göttingen modules? (If in doubt, check your study regulations!)  
- Take both the FlexNow transcript and the [course descriptions from abroad](http://www.uni-goettingen.de/de/432756.html) and contact whoever is responsible for the area/s you would like to cover:
  
<table>
<thead>
<tr>
<th>North American Studies</th>
<th>Dr. Künnemann</th>
</tr>
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<tbody>
<tr>
<td>British Literature / Cultural Studies</td>
<td>N.N. (contact Dr. Reitemeier)</td>
</tr>
<tr>
<td>Teaching English as a Foreign Language</td>
<td>J. I. Müller</td>
</tr>
<tr>
<td>Linguistics</td>
<td>Dr. Farke</td>
</tr>
<tr>
<td>Medieval Studies</td>
<td>Dr. Schultze (BA) / Prof. Rudolf (Master of Arts/Master of Education)</td>
</tr>
<tr>
<td>Practical English Language / Life and Institutions</td>
<td>Herr Pfändner</td>
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</tbody>
</table>

- Ask the counsellors to confirm which courses can be accepted to the Göttingen modules (e.g. by email or by signature on the course description).  
- Take this to Mr Pfändner (or send him the documents by email).  
- Mr Pfändner signs your Learning Agreement.  
  (http://www.uni-goettingen.de/de/432756.html)  
- Optional: For added safety, scan the documents and send them to Dr. Reitemeier – she will save it, just in case.

**When you are abroad:** Your courses may change once you have arrived at your university abroad. That’s no problem! It’s just stressful. Take a deep breath and ...

- Hunt up the new course descriptions.  
- Send them, together with the (hopefully fitting) modules to the division counsellors, see above.  
- Ask them to confirm that they will accept these courses in lieu of the previous ones.  
- Pass these confirmations on to Mr Pfändner and ask him to sign a Revised Learning Agreement.

**Once you are back in Göttingen:**

- Ask your university abroad to send you a transcript of the courses you completed.  
- Fill in the eCampus form for transferring credits (Weitere Dienste > Formulare > Formulare der Prüfungsämter), one per subject (not one per course!).  
- For English Studies, the form will be sent to Dr. Reitemeier who will then see to everything else.

Enjoy your time abroad! Deine Fachgruppe