

# 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** 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** and contact whoever is responsible for the area/s you would like to cover:

North American Studies	Dr. Künnemann
British Literature / Cultural Studies	N.N. (contact Dr. Reitemeier)
Teaching English as a Foreign Language	L. Brodersen
Linguistics	N.N. (contact Dr. Reitemeier)
Medieval Studies	Dr. Schultze (BA) / Prof. Rudolf (Master of Arts/Master of Education)
Practical English Language / Life and Institutions	Herr Pfändner

- 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** for [Erasmus](#) and for [non-Erasmus](#) stays abroad.
- 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 module (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!**