



Checklist for students studying under the 2015 Master Examination Regulations

Documents to be submitted when applying to be admitted to the examination process

If you studied or are still studying at the University of Cologne or another higher education institution or a government-run/government-acknowledged university of cooperative education (in Germany or abroad) after having acquired the qualification required for admission to the master programme (usually your bachelor degree), you will need to provide the following documents for each programme:

- a current transcript of records (bearing the seal of the issuing examination office) – this must also include all failed examinations even if you have since passed them. If you did not take any examinations, you must have this confirmed in writing by the examination office responsible (in a document bearing the seal of the issuing examination office). *(This does not apply to students who have previously studied on another programme at our faculty).*
- a letter informing us that your current transcript of records not make reference to examinations for which you are still registered (e.g. because the result is not yet known or the examination is just before the end of term) if this is the case.
- if your application for admission includes a credit transfer request for examinations taken at another higher education institution: a full credit transfer request, generated via the WiSo Credit Transfer Centre. (www.anrechnungswiso.uni-koeln.de) (see below).
- where appropriate, a request for disadvantage compensation (see “Notes on examinations”).

Please make sure you read and take note of the information provided on our website regarding credit transfer for examinations!