English translation from the German, legally binding is only the German original. The translation is for information purposes only.



notification of recognized academic achievements.

Academic Office for Student Affairs and Examinations (ASPA) Carl-Zeiß-Platz 1 • 07743 Jena

Letter of reference regarding the existing academic achievements

Student:	, Date of birth:	
Matriculation no.: / \square open (app		
Study programme:		
Degree pursued: Bachelor of Arts	☐ Master of Arts	□ teacher training
("Gymnasium")□teacher training ("Regelso	chule")	
Study programme serving as the basis for t	he recognition of academic ach	ievements; country:
This document does not represent any bin programme and degree pursued. It is to Examinations (ASPA) to meet a binding	the discretion of the Academ	nic Office for Student Affairs and

ATTENTION • Any recognition of examinations which is not requested by ASPA, shall include supporting documents relating to the modules in question, a certified copy of the proof of academic achievements to be included to the student examination file. In case of recognition of academic achievements acquired abroad, students must also submit a certified copy of the Transcript of Records.

Original institution		Recognized at the University of Jena for			Additional requirements
Original module	ECTS	Module (short form)	Examination number:	Mark	(title, examination no.)

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If applicable, the student must pass the rest of modules according to the module catalogue.

This document does neither make any binding statement nor confirm whether:

- a) other general and specific admission requirements are met or
- b) other reasons for non-enrolment may exist.

Based on the examination of the request for admission/enrolment, the decision upon is to the discretion of the Division for Student Affairs.

This document does not make any binding statement nor confirm whether:

- a) other general and specific requirements for a financial support for education is possible 1 or
- b) other reasons for non-enrolment may exist.

Based on the examination of the request, it is to the discretion of the regional office in charge ("Amt für Ausbildungsförderung Jena-Weimar).

Kind regards,	
Jena,	
	Signature and stamp:

¹ According to the Federal Act on Support for Education and Training (*Bundesausbildungsförderungsgesetz*, BAföG).