

**Recognition and placement process when entering a higher semester
(except human medicine and dentistry)**

You would like to apply to the University of Rostock for a higher semester in a degree program or subject with **restricted admission**.

Please use the online portal. A certificate of placement and a letter of recognition must be uploaded.

You would like to enroll in a higher semester of an **open-admission** degree program at the University of Rostock or would like to change your subject to a higher semester.

Please use the online portal. The documents to be submitted by post must be accompanied by a placement certificate.



Please contact the examination office responsible for your desired degree program. For subjects in teacher training programs and for the 2-subject Bachelor's degree, please contact the relevant academic advisor at the same time.



Please complete the application for recognition / credit transfer and submit it to the examinations office or the student advisory service together with all supporting documents (transcripts of records, degree certificates, module descriptions from your previous university / degree program, etc.).

Important: If you also require a placement certificate, please tick this box in the application!



The application is submitted to the responsible examination board for a decision on recognition / crediting.



The examination office will issue and sign a notification of recognition / crediting and, if applicable, the placement certificate in accordance with the decision of the Examination Board and send them to you.

Important: If you require the placement certificate for an application for a higher semester, your complete documents must be received by the examination office in good time. Otherwise, timely processing cannot be guaranteed.

Please note the deadlines for the subsequent submission of application documents:

10.03 of each year for the respective summer semester

10.09 of each year for the respective winter semester.

The examinations office will inform you about the process and the result of the recognition/crediting procedure and draw your attention to any documents that may need to be submitted. Therefore, please keep your contact details up to date and check your e-mail accounts regularly to ensure that notifications and notifications by post and e-mail reach you reliably. **Contact your examination office as soon as possible after enrolment/registration so that the entry can be made in the electronic examination administration system..**