

# Checklist

**From one study programme to another –  
No need to study what you already know!**

## Step 1: Read up in advance!

- Scan your university's website: What information is available about academic recognition?
- Get in touch with a contact person and seek advice (e.g. academic recognition officer, subject-specific advisory service).
- What documents do you need for your application?
- Which modules of the old study programme match the new one (comparison of module descriptions)?
- What deadlines do you have to meet?

## Step 2: How to submit your application

- Once you have matriculated, submit your application for academic recognition – preferably right at the start of your studies.

## Step 3: How the assessment and decision-making works

- Wait for the substantive assessment of your application.
- Possibly submit further information if your higher education institution requests it.
- If your application is rejected, you can lodge an objection.

## Stages of a recognition procedure

