

Information and research

- 1. Researching alternative academic disciplines/universities** and gathering information
 - Researching the range of degree programs offered all over Germany: hochschulkompass.de/en/study-in-germany.html
 - Degree programs at the University of Bonn: uni-bonn.de/en/studying/degree-programs
 - Examination and study regulations: uni-bonn.de/en/studying/degree-programs/regulations_overview
 - The academic departments often provide module guides and study schedules on their websites
- 2. Looking into latest admission restrictions** (with/without admission restrictions) and **applicable admission procedures** for your chosen academic disciplines at the time of your planned transfer
 - Degree programs at the University of Bonn (admission restrictions and limits): uni-bonn.de/en/studying/degree-programs
 - Admission procedures: uni-bonn.de/en/studying/application-admission-and-enrollment/admission-limits-and-procedures
 - Application, admission and enrollment: uni-bonn.de/en/studying/application-admission-and-enrollment/application-admission-and-enrollment
 - Application guide: uni-bonn.de/en/studying/application-admission-and-enrollment/application-guide
 - Dialog-Oriented Service Procedure (DoSV) and Central Admission Procedure (ZV): hochschulstart.de
 - For transfers to other universities, check target university websites
- 3. Research application and enrollment periods**
 - Application and enrollment deadlines at the University of Bonn: uni-bonn.de/en/studying/application-admission-and-enrollment/application-deadlines
 - If your target academic discipline is subject to admission restrictions, you will always need to file an application, even if you are only transferring to another program option.

Recognition of academic achievements and application

- 4. Recognition of course work and examinations**
 - Print a **transcript of records** (record of completed course work and examinations) for your current academic discipline (from BASIS) and have it certified by the responsible examination authority / subject-specific study advisory service for your current academic discipline: uni-bonn.de/en/studying/consultation-and-service/examination-authorities
 - Obtain a **placement recommendation / certificate of recognition** by presenting your transcript of records to the examination authority / subject-specific study advisory service for your target discipline (at the target university): uni-bonn.de/en/subject-specific-study-advisory-service
 - Where coursework and examinations are recognized, the examination authority issues a **certificate of recognition**.
 - We recommend that you verify the recognition of coursework and examinations even if you plan on transferring to **the same academic discipline at another university** – academic disciplines may cover different content despite having the same designation.
 - In most degree programs, you must inform the examination authority about **failed examinations and failed final attempts at examinations** in the academic discipline at hand or an academic discipline with substantial similarities in content upon enrollment and/or registration for the bachelor's/master's examination or a module examination.
 - In case of transferring to another university, the target university may request a **certificate of good standing** from your current university.
- 5. Applying for the target academic discipline**
 - At the University of Bonn, you may apply for the first or a higher program-related semester, provided that you have obtained a relevant placement recommendation / certificate of recognition. This may increase your chances of being admitted.
 - Applying for the first program-related semester (placement in higher program-related semester possible if certificate of recognition is presented): uni-bonn.de/en/studying/application-admission-and-enrollment/application-guide

Checklist for Transfer Students

- Applying for a higher program-related semester (certificate of recognition must be presented): uni-bonn.de/en/studying/application-admission-and-enrollment/special-application-matters/applicants-for-a-higher-program-related-semester
- In academic disciplines with restricted admission to higher program-related semesters, you can only be admitted if places are available after the re-registration deadline.

Enrollment

- If you have successfully applied for an academic discipline **with restricted admission**, you can enroll for this discipline during the period indicated in your letter of admission.
- The University of Bonn does not request applications for academic disciplines **without admission restrictions**.
- Enrollment deadlines:** uni-bonn.de/en/studying/application-admission-and-enrollment/application-deadlines
- Information on **transferring to another academic discipline or degree program** within the University of Bonn: uni-bonn.de/en/studying/consultation-and-service/student-registry/switching-to-another-subject-or-degree-program
- Information on **enrollment** at the University of Bonn for transfer students from other universities: uni-bonn.de/en/studying/application-admission-and-enrollment/enrollment
- Please contact the Student Registry if you have questions on enrollment at or transfers within the University of Bonn.: uni-bonn.de/en/student-registry

Notes on BAföG

- Transferring to another academic discipline or university may impact the amount and term of your BAföG grant. A one-time transfer to another academic discipline within the first three program-related semesters is usually possible without losing entitlement to your grant. Please be sure to contact the BAföG Office in good time to discuss your individual situation: studierendenwerk-bonn.de/en/financing/
- Transferring to an academic discipline in the third program-related semester requires a written statement providing important reasons for the transfer.
- When transferring in the fourth or a higher program-related semester, you will usually only continue to be entitled to your grant if you transfer on imperative grounds (i.e. an occurring disability/illness due to which you are unable to continue your studies and/or take up your aspired career).
- In case of additional transfers for important reasons, your studies may no longer be eligible for full financial support in the form of a financial allowance (“Zuschuss”) or interest-free government grant (“zinsloses Staatsdarlehen”). In any case, you will need to submit a written statement providing an important reason for additional transfers.
- Changing program options (e.g. from the Dual-Subject to the Major and Minor option in a bachelor’s degree program) may be considered a transfer as well.
- The legal basis is established in the Federal Training Assistance Act (Bundesausbildungsförderungsgesetz), § 7 para. 3.
- The AStA at the University of Bonn offers legal advice: asta-bonn.de/Rechtsberatung

Support and service points

- Central Study Advisory and Counseling Service (consultations across disciplines): uni-bonn.de/en/studying/consultation-and-service/central-study-advisory-and-counseling-service/central-study-advisory-and-counseling-service
- Student Registry (administrative matters across disciplines): uni-bonn.de/en/student-registry
- Subject-specific study advisory services and examination authorities (discipline-specific consultations): uni-bonn.de/en/subject-specific-study-advisory-service and uni-bonn.de/en/studying/consultation-and-service/examination-authorities
- Student councils and AStA (advice and support from fellow students): uni-bonn.de/en/student-representation
- uni-bonn.de/en/studying/consultation-and-service and asta-bonn.de/

This resource is not exhaustive and may include outdated information. Additional criteria may apply and additional documentation may be required in certain cases. Procedures may vary from university to university. **Please be sure to get in touch with your respective target university/department.**