**ACADEMIC RECOGNITION FORM**

INSTRUCTIONS:

Please follow these steps carefully. Processing of your grades may take up to two weeks.

1. Enter the courses you wish to use in the Osiris PlanApp and submit for approval together with your “Study Programme Motivation Form”
2. When you have completed the courses please request your **Transcript of Records** in English (also from Dutch universities) from the host university.
	* **Original** hard-copy of the transcript with stamp and signature, or
	* **Certified** copy with original stamp and signature, or
	* Sent as a PDF by e-mail **directly** from the host university administration to studentexchange@wur.nl
3. Either send your completed Academic Recognition Form to studentexchange@wur.nl or upload the form in Osiris Student as soon as your transcript is available. We can’t process your transcript without this form.
4. After your grades have been entered please check if they appear in your study programmeon your Study Progress Overview. If not, (courses appear below Other) **arrange final approval** of the relevant courses in the PlanApp as soon as possible.

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| --- | --- |
| Name student |  |
| Registration number Wageningen University |  |
| Study programme Wageningen University |  |
| **Institution** and **country** where the courses were taken  |  |
| Erasmus exchange? | Yes No |

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| Course description in PlanApp\* | Course code on transcript | Course title on Transcript of Records | Credits host university | ECTS WU\*\* | Mark host | Mark WU\*\* |
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\* X-the course code used at the other university; *e.g. “X-ABCDEF”*

\*\* The conversion will be completed by the examining board of Wageningen University.

 This applies to courses completed abroad only.