Preparation Guide <u>O</u>nline <u>L</u>earning <u>A</u>greement

- **<u>General Info – Student Personal Data</u>**

  Please use the student e-mail address, NOT the privat one.

- **<u>General Info – Sending Institution Info</u>**

  „Contact Person" please fill in: Global Office, <u>outgoing@uni-frankfurt.de</u>
  „Res.Person" please fill in: Dr. Anke Reinhold, <u>international@soz.uni-frankfurt.de</u>

- **<u>Courses – Table A</u>**

  Table A = Fill in ALL courses which you would like to attend. This table is NOT about the crediting of CPs at Goethe-University.

  IMPORTANT: At least 15 ECTS must be accumulated.

- **<u>Courses – Table B</u>**

  Table B = Fill in the courses which you would like to get CREDITED.
  Submit the priliminary application to the Examination Office:
  <u>pra.fb03@soz.uni-frankfurt.de</u>

  As soon as the application is approved send it to us and finish your **O**nline **L**earning **A**greement.

  <u>Exception</u>: If there is a urgent deadline (e.g. a deadline from the host university), fill in 0 ECTS in table B FOR THE MOMENT and include as „Subject" „Recognition pending". Then it is possible that we can sign it WITHOUT the priminary application.

  You can edit table B later with „Changes".