Recognition of TUM courses attended **before** starting and **during** your Bachelor's at TUM School of Management

How to find the responsible chair:

First have a look for the relevant module in the module handbook (under course contents/curriculum support in your TUMonline Account) and find

the person responsible for the module, as shown below:

Next, check our website (www.tum.de) or do a Google search to find out which Chair this person belongs to. Then consult the website or Office

Management of the Chair to find out who you should submit your application to. Please do not submit your application directly to the Professor or

lecturer unless you are explicitly told that they are the person responsible.

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Mandatory Moduls incl. Electives in your Technical Spezialisation	→	**exact** match concerning module number module titel amount of credits	→	Write an email to your responsible grade management with a list of the courses you would like to transfer: grademanagement@mgt.tum.de	→	Do not forget to name/attach the following: your matriculation number module titel module number
Mandatory Moduls incl. Electives in your Technical Spezialisation Electives in Management and/or Technology (WTW) **The latter applies to Bachelor with study start WS 19/20 and later**	→	**no** match concerning module number module titel amount of credits	→	Contact the responsible chair to apply for recognition. (Guideline to find the chair see page 2).	→	Do not forget to name/attach the following: your matriculation number a completed Credit Transfer form (https://www.mgt.tum.de/download-center) module description transcript of record
Electives in Management and/or Technology (WTW) **applies to Bachelor with study start until SoSe 2019**	→	Write an email to your responsible grade management with a list of the courses you would like to transfer: grademanagement@mgt.tum.de	→	Do not forget to name/attach the following: your matriculation number a completed Credit Transfer form (https://www.mgt.tum.de/download-center) module description transcript of record		
Communications Skills	→	Please write an email to your responsible grade management with the course you would like to transfer: grademanagement@mgt.tum.de	→	Do not forget to name/attach the following: your matriculation number a completed Credit Transfer form (https://www.mgt.tum.de/download-center)		

Please note: As a rule, the approved recognition will be sent to us by the chair via internal post. Insofar as all requirements concerning examination and matriculation law are met, we will enter the recognition in TUMonline. Please understand that this may take some time. Thank you for your understanding and patience!