

SPRACHLIT COURSE CONFIRMATION

RECEIVING INSTITUTION

Name of Institution	Humboldt-Universität zu Berlin
Faculty	Sprach- und literaturwissenschaftliche Fakultät / Faculty of Language, Literature and Humanities
International Coordinator	Saskia Asmus M.A.
Contact Info	Phone: +49-30-2093-9719 / +49-30-2093-9798 E-Mail: ects.sprachlit@hu-berlin.de

STUDENT INFO

Last Name, First Name	
Date and Place of Birth	
Email Address	
Matriculation number (HU-Berlin)	
Subject(s) at HU-Berlin	
Study Level	
Semester	
Duration	

SENDING INSTITUTION

Please enter the exact address of the person in charge of ECTS/Transcript of Records at your home university. Your transcript will be sent to the e-mail address indicated here.

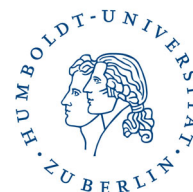
Name of Home University	
City, Country	
Faculty/Department	
Departmental Coordinator	
Email Address of Coordinator	

Information: How to Use the Sprachlit Course Confirmation (SprachlitCC)

You will use this document throughout your exchange semester exclusively for courses from the Faculty of Language, Literature, and Humanities (Sprachlit Faculty).

1. **Select Your Courses:** Choose your courses from the Sprachlit Faculty before the semester begins, using our study guides, and complete the form.
2. **Submit the Form:** Upload your completed SprachlitCC to the International Office-HU Box (link provided via email) after the semester starts, and before the deadline. If there are any issues with your course choices, the International Office will contact you.
3. **Obtain Signatures:** At the end of the semester, get signatures from your course instructors to confirm completion of the courses.
4. **Final Submission:** Upload the signed SprachlitCC to the HU Box (link provided via email). This document will be used to create your Transcript of Records.

Note: The Transcript of Records issued by the International Office will only include courses from the Sprachlit Faculty. Separate transcripts or certificates will be provided for courses taken at other faculties, the Sprachenzentrum, or from Berlin Perspectives.



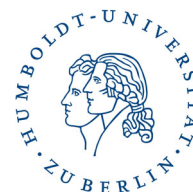
SPRACHLIT COURSE CONFIRMATION

Name:	Subject(s):	Semester:
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Module No.:	Module Name:				
Course Code (starts with 52)	Course Type	Course Title	Name of Instructor	Signature of Instructor (after class completion)	ECTS LP
Exam Type					

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ECTS total:

Notes:

- **Types of Courses:**

VL = Vorlesung / Lecture	SE = Seminar	GK = Grundkurs / Basic Course
TU = Tutorium / Tutorial	UE = Uebung/ Exercise	

- **Self-Signature for Lectures:** If the module includes a lecture (VL), you may sign it yourself. However, for lectures in the Department of Romance Literatures and Linguistics, the instructor must also sign the lecture (VL).
- **Listing Single Classes:** If you select individual classes without exams from different modules, you do not need to list them separately by module. However, it is helpful to include the module number after the course title.
- **Exams:** Signatures are not required for exams. Your examiner will submit your exam results directly to the examination office.