

## VŠE International Office – Transfer of the credits instructions

Required steps:

- Upload your **transcript** into **InSIS checklist** (*Student's portal-> My College Abroad -> Checklist*)
- **International Office** will verify its **authenticity** (the document has to be sent directly to the International Office by email or be otherwise verifiable)
- Fill in the courses from your transcript (including the failed courses) in the new app (*Student's portal-> My College Abroad -> Learning Agreement – Study plan Abroad*) in the table **Courses of the individual study plan for abroad - changes made** (include the course code, course name, number of ECTS)
- Courses to be recognized into your VSE study (as agreed in your OLA), should be inserted in the table **Courses of the individual study plan at home being completed abroad** – once completed, click on Modify and fill in the result (grade), type of group to which the courses will be recognized, the course name and study language
- **Number of ECTS** in both tables („Courses of the individual study plan for abroad” and „Courses of the individual study plan at home”) **should equal**
- When the application is complete send it to the Contact Center using the **„Apply for Recognition button”** (you can also attach supporting documents – e.g. approval of the course supervisor in case of compulsory courses)

More information can be found [here](#). Do not hesitate to contact us if you have any questions – we believe that the new app will considerably simplify the recognition process for you 😊