

# Studienverlaufsbescheinigung

## Study Progress Certificate for the Immigration Office



### 1. Overview

- **General:** A „Studienverlaufsbescheinigung“ confirms that you are expected to complete your studies within a certain period of time. If you require a Studienverlaufsbescheinigung, you must apply to the Examination Board. It usually takes two weeks to process a Studienverlaufsbescheinigung. So make sure that you contact the Examination Board early so that you do not miss the deadline set by the Immigration Office.
- **Maximum duration of study:** If you realize when preparing your application that you cannot successfully complete your studies within the maximum duration of study, you must first apply for an extension (see [www.fs-fmc.kit.edu/downloads](http://www.fs-fmc.kit.edu/downloads)).

### 2. Writing the Application

- The application must be in letter form, with a proper header (your name, address, KIT e-mail address, matriculation number), salutation, date and signature. The application should also be typed on a computer and must be handed in in *German*.
- The letter should be addressed to the examination board. The signed application should then be placed in the letterbox in front of the dean's office or sent by email to **pa@mach.kit.edu** (in PDF format).  
*Karlsruher Institut für Technologie (KIT)*  
*Fakultät für Maschinenbau*  
*Prüfungsausschuss*  
*Kaiserstraße 12*  
*76131 Karlsruhe*
- The following guideline is often very useful for structuring your application:
  1. What are you applying for? (e.g. „I hereby apply for a Studienverlaufsbescheinigung“)
  2. In which semester did you start studying (e.g. winter semester 17/18) and in which semester do you plan to finish your studies? Please also state which semester you are currently in and how many credit points you have already completed.

### 3. Timetable with all exams and ToR

- Make a realistic schedule for your further studies! You should plan three to four exams for each semester and write down the exam date and credit points.
- Please note that you should take around 20-30 credit points per semester.
- Please also enclose a current transcript of records with all your achievements. You can obtain this from the student portal: [www.campus.studium.kit.edu](http://www.campus.studium.kit.edu)

### 4. Questions?

- If you have any questions or need support, please contact the student council at **pa.mach@fs-fmc.kit.edu**

## Zeitplan: Beispiel

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## Zeitplan

Semester	Prüfung	Versuch	Datum	BE/NB	LP	ges. LP
1. WS16/17	Höhere Mathematik 1	1.	18.02.2017	NB	-	11
	Technische Mechanik 1	1.	22.03.2017	BE	7	
	Grundlagen der Fertigungstechnik	1.	03.04.2017	BE	4	
2. SS17	Höhere Mathematik 2	1.	29.07.2017	BE	7	27
	Höhere Mathematik 1	2.	03.08.2017	NB	-	
	- mündl. Nachprüfung		26.10.2017	NB	-	
	Technische Mechanik 2	1.	25.08.2017	BE	6	
	Werkstoffkunde 1/2	1.	06.10.2017	BE	14	
3. WS17/18	Höhere Mathematik 1	3.	24.02.2018		7	23
	Technische Thermodynamik 1	1.	11.03.2018		8	
	Elektrotechnik	1.	02.04.2018		8	
...	...	...	...	...	...	...
8. SS20	Bachelor Arbeit	1.			15	21
	Informatik im Maschinenbau	1.			6	
					Summe	180