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**Exchange Coordinator**  
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## Course Selection

Academic Year 20.../20...

### Identity:

Family name: .....

First name: .....

Gender:            Male                             Female

Student ID number (Matrikelnummer): .....

### Sending Institution:

Name of the Institution: .....

Country: .....

Field of Study: .....

### Receiving Institution:

Name:                    University of Kaiserslautern                    Country: Germany

Period of Stay:    From: ..... /..... /20.....                    Till: ..... /..... /20.....

Course Titel / Winter term or summer term	ECTS	Professor	Bachelor or Master course	Application accepted by Exchange Coordinator (signature)

**Important - Course Registration for Exchange Students:**

Go to 'KIS-system' and select the semester you are looking for on the left-hand side. The courses are listed by the institutes which offer them. You can see which institute or course of studies belongs to which department.

Complete the course selection form with all courses you wish to take and print it out. Take this document to the "Exchange Coordinator - Incomer" (Faculty of Business Studies and Economics) and have him/her check and sign it.

**Please note:** You will only be signed up for the courses if the "Exchange Coordinator" has signed your course selection form and you have turned it to him/her until **November 30th (winter term) / May 31st (summer term)** latest.

**Your course registration is binding and cannot be changed any more once the registration process is completed. Please keep the deadlines for registration in mind.**

In addition, please write a note on your exam that the professor/chair of your course has to inform the International Office, Faculty of Business Studies and Economics, about your grade.

**Only passed exams** will be listed on your **Transcript of Records!**

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Students - signature

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Exchange Coordinator – signature/date