

## ATTACHMENT 2: TRANSCRIPT EVALUATION FORM

(TO BE FILLED OUT BY THE REGISTRAR'S OFFICE OF YOUR UNIVERSITY)

(Personal details to be filled out by the applicant)

Your student, Mr. / Ms. \_\_\_\_\_, Student No \_\_\_\_\_  
has requested admission to our Master of Engineering program. As it is difficult for us to judge the grading standards existing in the various different countries our students come from, we kindly ask that you include the following information on this student's academic performance:

This student's average mark for the entire degree was \_\_\_\_\_ %. (Please give the final percentage for the entire period of study. Should the student not yet have completed the degree, please give the percentage to date).

This student's Grade Point Average for the entire degree was \_\_\_\_\_ (only if your university uses this system).

This student was the top \_\_\_\_\_ in a class of \_\_\_\_\_ students.

The passing mark at our university is \_\_\_\_\_ % or \_\_\_\_\_ GPA

This course of study has a regular total duration of \_\_\_\_\_ years.

This course of study is recognized by your country's Ministry of Education as a bachelor's degree, or as equivalent to a bachelor's degree:

yes

no

It qualifies students for further studies at the master's level:

yes

no

We would also greatly appreciate your including a linear table of conversion for your grading system (e.g. A=very good; B=good; C=average etc.)

\_\_\_\_\_

Name of school official: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**THIS FORM MUST CARRY AN OFFICIAL UNIVERSITY STAMP TO BE CONSIDERED VALID. APPLICATIONS MUST INCLUDE THIS FORM, CORRECTLY FILLED OUT, TO BE CONSIDERED VALID.**

Transcript evaluation form can only be accepted if they are stamped with an official university stamp and sent with the signature to [mba.application@hs-esslingen.de](mailto:mba.application@hs-esslingen.de)