**CONVERSION REQUEST FORM FOR GRADES OBTAINED ABROAD**

*For students from the Faculty of Arts*

Fill out this form as soon as possible after the receipt of your Transcript of Records. Email the filled in conversion form, a copy of your Transcript of Records and your signed Learning Agreement/’During the Mobility’ form to your study abroad coordinator. Your study abroad coordinator will fill in the form, sign it and send it back to you. With this form and your Transcript of Records, you can then submit an official request to the examination board to convert the study results you obtained abroad.

**Results obtained at the host university**

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| --- | --- | --- | --- | --- | --- |
| To be filled in by student | | | | **To be filled in by study abroad coordinator** | |
| *Course code* | *Course name* | *Grade obtained abroad* | *Credits* | *Dutch grade* | *ECTS* |
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|  | **Student** | **Study abroad coordinator** |
| **Name** |  |  |
| **Student number** |  | n.a. |
| **Email address** |  |  |
| **Place** |  |  |
| **Date** |  |  |
| **Truthfully completed** | (Signature) | (Signature) |