Obtaining a Transcript of Records

Please read this form carefully and fill in all the courses you completed at FU Berlin whilst on exchange. When you hand in this form, please provide a "Leistungsnachweis" (confirmation of participation and performance) for every course. If you are registered on Campus Management, the "Leistungsnachweis" is a print-out of the "Noten & Punkte" section available online at www.ecampus.fu-berlin.de. For all other courses, you can get a so-called "Schein" which is a paper document confirming your participation and grade. You can obtain a Schein directly from your lecturer or the corresponding secretary at the end of the semester.

It would be best to collect all your grades and then hand them in at the responsible faculty together with this form. If you are still waiting for grades to be released, you can always hand them in later. You may also ask your lecturer to send the "Schein" directly to us (or the person in charge of issuing your transcript) via postal mail or e-mail. Please also make sure that you request your transcript in a timely manner, not later than three months after your departure. Be advised that we cannot issue more than one Transcript of Records and no temporary transcripts will be issued by our office.

Family name:		**Date of birth:**		**E-Mail Addess:**	
Given name:		**Student number:**		**Home University:**	
I submitted this form on:				**Study Period:**	e.g. WS 16/17 & SS 17

The original transcript will be be send to your home university.
Usually, home universities hand out the original transcripts to their students. Please indicate here the address (and, if applicable, the contact person) where your transcript shall be sent to:

Contact Person at Home University:	
E-Mail of Contact Person:	
Postal Address of Contact Person:	

Would you like to receive a colour scan via e-mail ?

- ☐ Yes
- ☐ No

Please read this form carefully and fill in all the courses you completed at FU Berlin whilst on exchange. Also include classes that you haven't finished yet.

Semester (e.g. *WS16/17*)	Course.[1] no. (e.g. *16600*)	Course title	Lecturer	SWS[2]	Type of final assessment	Grade (if available)	CM Registration[3]	ECTS Points
					☐ term paper / essay (deadline:) ☐ written exam ☐ ONLY participation		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ ONLY participation		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ ONLY participation		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ ONLY participation		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ ONLY participation		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ ONLY participation		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ ONLY participation		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ ONLY participation		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ ONLY participation		☐ Yes ☐ No	

Please be advised that we cannot issue temporary transcripts.

[1] You can find the course number („Lehrveranstaltungsnummer“, LV-Nr.) in the course catalogue online at www.fu-berlin.de/vv or in Campus Management

[2] A Semesterwochenstunde (SWS) describes the time expenditure of the student for a teaching event. You can find the information in the course catalogue online at www.fu-berlin.de/vv or in Campus Management.

[3] Please indicate whether you are registered for the course on Campus Management. You can check this online at www.ecampus.fu-berlin.de.