

Instructions on how to obtain your Transcript of Records
(Final certificate of your Erasmus stay at Otto-Suhr-Institute for Political Science)

Please hand in the following documents:

- 1) Copies of all your certificates (Scheine)
Important: The forms have to be completely filled in, that means
 - Course ID/number
 - Semester
 - Course title
 - Type of course (Vorlesung/Hauptseminar/Proseminar/etc.)
 - Type of assignments completed (Teilnahme/Hausarbeit/Essay/Klausur..)
 - Grade (not in case of sole Teilnahme)
 - Signature of the lecturer
 - Stamp of the lecturer
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Note: We do not accept single certificates, you can only hand them in all together.

- 2) A paper with the following information
 - Your full name
 - Date of birth
 - Home University
 - Date of Admission
 - Date of Completion
 - Your email address
 - An address, where we should send the Transcript to (possibly your home address or the Erasmus office at your home university)

- 3) A copy of your student card(s) from FU Berlin

NOTE: It is possible to hand the documents in personally, via email (scans) or snail mail to:

Dr. Michael Fichter
Koordinator Internationale Dienste/ERASMUS
Otto-Suhr-Institut für Politikwissenschaft
Freie Universität Berlin
Innestr. 21 / Zi. 110
14 195 Berlin

Tel.: +49-30-838 55035528
Fax: +49-30-83855042
Email: erasmpol@zedat.fu-berlin.de

We will process the Transcript within 3-4 weeks. It will be sent to the indicated address.