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 "Note & 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.

Before you leave Berlin, please collect your „Leistungsnachweise" and bring them, together with this form, to the office which issues your transcript. Should you not be able to collect all your Scheine before leaving Berlin, you can also hand them in later. In this case, please advise the lecturer to send the Schein via mail or e-mail directly to the office which issues your transcript.

Family name:		Date of birth:		E-mail address:	
Given name:		Student number:		Home university:	
I submitted this form on:					

Who shall receive my transcript?				
☐ **The original transcript shall be sent to my home university**, to the following address:		*OR*	☐ **I would like to receive the original transcript** via mail. Please send it to the following address:	
☐ **I would like to receive a copy:**				
☐ as a scan via e-mail				
☐ as a paper copy via mail, to the following address:				

I would like to have my transcript issued…

☐ as soon as possible with all the grades / Scheine available now OR

☐ as soon as all my grades have been released online or the pending Scheine have arrived.

Semes-ter	Cour-se no[1]	Course title	Lecturer	Hours per week	Type of final assessment	Grade (if available)	CM Re-gistration[2]	Com-ments[3]
					☐ term paper / essay (deadline:) ☐ written exam ☐ oral exam ☐ ONLY participation ☐ other		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ oral exam ☐ ONLY participation ☐ other		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ oral exam ☐ ONLY participation ☐ other		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ oral exam ☐ ONLY participation ☐ other		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ oral exam ☐ ONLY participation ☐ other		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ oral exam ☐ ONLY participation ☐ other		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ oral exam ☐ ONLY participation ☐ other		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ oral exam ☐ ONLY participation ☐ other		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ oral exam ☐ ONLY participation ☐ other		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ oral exam ☐ ONLY participation ☐ other		☐ Yes ☐ No	
					☐ term paper / essay (deadline:) ☐ written exam ☐ oral exam ☐ ONLY participation ☐ other		☐ Yes ☐ No	

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

[3] Please do not fill in this column.