

Application form for issuing a Transcript of Records

Your Transcript of Records (ToR) is issued at the end of your studies at the FU Berlin, once all of your course attendance and grades are confirmed, and **only upon your request**. **Transcripts are not produced automatically!**

Please make sure that you request your transcript with this form in a timely manner, and please note that it takes up to three weeks until you or your home institution will receive your ToR. Therefore, please make sure to start the process early, should your home university require you to send the ToR soon. From our side there is no deadline to request your ToR.

Please complete **this application form** and enter all courses that you have completed during your exchange at the FU Berlin in the form **"Transcripts of Records"** and forward both together with your **PDF overview of your Campus Management-CM*** ("Grade Report", available online at www.ecampus.fu-berlin.de) resp. "**Scheine**" (certificates) when not registered on Campus Management (PDF) to us via e-mail as proof for every course. "**Scheine**" you can ask for directly from your lecturer to obtain at the end of the semester. Please note that we cannot issue more than one Transcript of Records and no provisional transcripts will be issued by our office.

Last Name:		Date of Birth:		E-Mail Address:	
First Name:		Student ID Number:		Home University:	
I submitted this form on:				Study Period:	e.g. WS & SS

<u>The transcript will be sent to your home university.</u> Please indicate here the address (and, if applicable, the contact person) where your transcript shall be sent to:		Would you also like to receive the transcript via e-mail? Yes No
Contact Person at Home University:		
E-Mail of Contact Person:		
Postal Address of Contact Person:		

Location, Date

Signature of the applicant (no processing of the application without signature)



*If you have already de-registered when applying for the transcript and therefore no longer have access to your current CM transcript, please contact the Examination Office at fbv-erasmus@polsoz.fu-berlin.de