

Transcript of Records (ToR) request form

Please read this form carefully and enter all the courses you completed at FU Berlin whilst on exchange. When you hand in this form, please provide a confirmation of participation and performance (Leistungsnachweis) for every course. If you are registered on Campus Management, the confirmation of participation and performance is a print-out of the section called “Noten & Punkte” available online at www.ecampus.fu-berlin.de. For all courses, you may also get a so-called participatory or active attendance grade certificate (Schein), which is a paper document confirming your participation, grade and number of ECTS. You can obtain a Schein directly from your lecturer or the corresponding secretary at the end of the semester after the exams have been graded. It might take some time up to several months until the transcript of records can be issued because the ToR can only be issued once you have collected ALL your grade certificates. Should this not be the case before your departure, then please wait until you receive the certificates from your lecturers and send all the required documents as scans via email to international@mi.fu-berlin.de once you have received them. There is no deadline for issuing the ToR. But be advised that we cannot issue more than one ToR and no temporary transcripts will be issued.

Please complete this form with the computer, not by hand!

Family name:		Date of birth:		Email address:	
First name:		Student number:		Home university:	
I submitted this form on:				Study period:	e.g. WS 23/24 & SS 24

<p><u>The original transcript will be sent to your home university.</u> 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:</p>		<p>Would you like to receive a colour scan via e-mail ?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Contact person at home university:		
Email of contact person:		
Postal address of contact person:		

Please read this form carefully and add all courses you completed at FU Berlin whilst on exchange. Also include courses that you have not finished yet.

Semester (WS 23/24)	Course ¹ ID (19301301)	Course title	Lecturer + mail address	SWS ² hours per week	Type of final assessment	Grade	CM registration ³	achieved ECTS credits
					<input type="checkbox"/> exam <input type="checkbox"/> only participation without taking the exam <input type="checkbox"/> term paper / essay		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> exam <input type="checkbox"/> only participation without taking the exam <input type="checkbox"/> term paper / essay		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> exam <input type="checkbox"/> only participation without taking the exam <input type="checkbox"/> term paper / essay		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> exam <input type="checkbox"/> only participation without taking the exam <input type="checkbox"/> term paper / essay		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> exam <input type="checkbox"/> only participation without taking the exam <input type="checkbox"/> term paper / essay		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> exam <input type="checkbox"/> only participation without taking the exam <input type="checkbox"/> term paper / essay		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> exam <input type="checkbox"/> only participation without taking the exam <input type="checkbox"/> term paper / essay		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> exam <input type="checkbox"/> only participation without taking the exam <input type="checkbox"/> term paper / essay		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> exam <input type="checkbox"/> only participation without taking the exam <input type="checkbox"/> term paper / essay		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please be advised that we do not issue temporary transcripts.

¹ You can find the course ID / number („Lehrveranstaltungsnummer“, LV-Nr.) in the course catalog (www.fu-berlin.de/vw) or in Campus Management (CM).

² Semesterwochenstunde (SWS) describes the time expenditure of a student for a teaching event (hours per week). You can find the SWS in the course catalog (www.fu-berlin.de/vw) or in CM.

³ Please indicate whether you registered for the course in CM. You can check this online at www.ecampus.fu-berlin.de.