

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.

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

<p><u>The original transcript will be send 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:		
E-Mail of Contact Person:		
Postal Address of Contact Person:		

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
					<input type="checkbox"/> term paper / essay (deadline:) <input type="checkbox"/> written exam <input type="checkbox"/> ONLY participation		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline:) <input type="checkbox"/> written exam <input type="checkbox"/> ONLY participation		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline:) <input type="checkbox"/> written exam <input type="checkbox"/> ONLY participation		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline:) <input type="checkbox"/> written exam <input type="checkbox"/> ONLY participation		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline:) <input type="checkbox"/> written exam <input type="checkbox"/> ONLY participation		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline:) <input type="checkbox"/> written exam <input type="checkbox"/> ONLY participation		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline:) <input type="checkbox"/> written exam <input type="checkbox"/> ONLY participation		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline:) <input type="checkbox"/> written exam <input type="checkbox"/> ONLY participation		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline:) <input type="checkbox"/> written exam <input type="checkbox"/> ONLY participation		<input type="checkbox"/> Yes <input type="checkbox"/> 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.