

## 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](http://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.

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

Who shall receive my transcript?		
<p><b>The original transcript will be sent to your home university.</b> 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><b>Would you like to receive a colour scan?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<p><b>I would like to have my transcript issued...</b></p> <p><input type="checkbox"/> as soon as possible with all the grades/Scheine available now (=preliminary Transcript) OR</p> <p><input type="checkbox"/> as soon as all my grades have been released online or the pending Scheine have arrived. (=final Transcript)</p>
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Semester (e.g. "WS13/14")	Course no <sup>1</sup> (e.g. "16000")	Course title	Lecturer	Hours per week	Type of final assessment	Grade (if available)	CM Registration <sup>2</sup>	Comments <sup>3</sup>
					<input type="checkbox"/> term paper / essay (deadline: ) <input type="checkbox"/> written exam <input type="checkbox"/> oral exam <input type="checkbox"/> ONLY participation <input type="checkbox"/> other		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline: ) <input type="checkbox"/> written exam <input type="checkbox"/> oral exam <input type="checkbox"/> ONLY participation <input type="checkbox"/> other		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline: ) <input type="checkbox"/> written exam <input type="checkbox"/> oral exam <input type="checkbox"/> ONLY participation <input type="checkbox"/> other		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline: ) <input type="checkbox"/> written exam <input type="checkbox"/> oral exam <input type="checkbox"/> ONLY participation <input type="checkbox"/> other		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline: ) <input type="checkbox"/> written exam <input type="checkbox"/> oral exam <input type="checkbox"/> ONLY participation <input type="checkbox"/> other		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline: ) <input type="checkbox"/> written exam <input type="checkbox"/> oral exam <input type="checkbox"/> ONLY participation <input type="checkbox"/> other		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline: ) <input type="checkbox"/> written exam <input type="checkbox"/> oral exam <input type="checkbox"/> ONLY participation <input type="checkbox"/> other		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline: ) <input type="checkbox"/> written exam <input type="checkbox"/> oral exam <input type="checkbox"/> ONLY participation <input type="checkbox"/> other		<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> term paper / essay (deadline: ) <input type="checkbox"/> written exam <input type="checkbox"/> oral exam <input type="checkbox"/> ONLY participation <input type="checkbox"/> other		<input type="checkbox"/> Yes <input type="checkbox"/> No	

<sup>1</sup> You can find the course number („Lehrveranstaltungsnummer“, LV-Nr.) in the course catalogue online at [www.fu-berlin.de/vv](http://www.fu-berlin.de/vv) or in Campus Management.

<sup>2</sup> Please indicate whether you are registered for the course on Campus Management. You can check this online at [www.ecampus.fu-berlin.de](http://www.ecampus.fu-berlin.de).

<sup>3</sup> Please do not fill in this column.