

**Obtaining a Transcript of Records**

Please read this form carefully and fill in all the courses you completed at FU Berlin whilst on exchange. **The transcript contains only courses for which you are registered on Campus Management.** For courses at other departments, you get a so-called “Schein” which is a paper document confirming your participation and grade. You obtain a Schein directly from your lecturer or the corresponding secretary at the end of the semester. The Schein does not appear on your transcript, but has to be handed in directly at your home university.

Before you leave Berlin, please email this form to pbwiwiss@fu-berlin.de.

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

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>		

Please read this form carefully and fill in all the courses you completed at FU Berlin whilst on exchange.

Semester (e.g. "WS14/15")	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.