

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.

Please email this form to pruefungsbuero@wiwiss.fu-berlin.de

Last name:		Date of Birth:		Email-address:	
First name:		Student ID number / Matrikelnummer:		Date when submitted this form:	

Who shall receive my Transcript of Records:

<p>The original transcript will be sent to <u>your home university</u>.</p> <p>Please state the Email and postal address of your home university coordinator where your transcript shall be sent to</p>	
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Please fill in all the courses you completed at FU Berlin whilst on exchange:

Semester (e.g. WiSe22/23)	Course no ¹	Course title	Lecturer	Exam period ²	Type of assesment	Grade (if available)	CM registration ³
				<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Written exam <input type="checkbox"/> Oral exam <input type="checkbox"/> Term paper / essay (deadline .././....) <input type="checkbox"/> Other <input type="checkbox"/> Participation ONLY		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Written exam <input type="checkbox"/> Oral exam <input type="checkbox"/> Term paper / essay (deadline .././....) <input type="checkbox"/> Other <input type="checkbox"/> Participation ONLY		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Written exam <input type="checkbox"/> Oral exam <input type="checkbox"/> Term paper / essay (deadline .././....) <input type="checkbox"/> Other <input type="checkbox"/> Participation ONLY		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Written exam <input type="checkbox"/> Oral exam <input type="checkbox"/> Term paper / essay (deadline .././....) <input type="checkbox"/> Other <input type="checkbox"/> Participation ONLY		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Written exam <input type="checkbox"/> Oral exam <input type="checkbox"/> Term paper / essay (deadline .././....) <input type="checkbox"/> Other <input type="checkbox"/> Participation ONLY		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Written exam <input type="checkbox"/> Oral exam <input type="checkbox"/> Term paper / essay (deadline .././....) <input type="checkbox"/> Other <input type="checkbox"/> Participation ONLY		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Written exam <input type="checkbox"/> Oral exam <input type="checkbox"/> Term paper / essay (deadline .././....) <input type="checkbox"/> Other <input type="checkbox"/> Participation ONLY		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Written exam <input type="checkbox"/> Oral exam <input type="checkbox"/> Term paper / essay (deadline .././....) <input type="checkbox"/> Other <input type="checkbox"/> Participation ONLY		<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ You can find the course number (Lehrveranstaltungsnummer, LV-Nr.) in the course catalogue or in your Campus Management account

² Please state in which exam period you took the exam. The exam plan is available under www.wiwiss.fu-berlin.de/studium-lehre/pruefungsbuero/Pruefungen/index.html

³ Please indicate whether you are registered for the course on Campus Management.