**Application for a Transcript of Records**

for Exchange Students

**Student**

Last name

First name

Student ID /

Matrikel number

Email address

**Home University**

Name of the

Home Institution

Name of contact/

coordinator

**Email address**

**Caution:**

We will only send the transcript of records once all grades have been entered in Campus Management.

If you have registered for courses but have not completed them, please mark the "Module not taken" column.

Please send my transcript of records with my achievements to my home university.

Modules that I have completed at Freie Universität Berlin:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Module/Course title | Course number | Please mark with a cross where applicable | | |
| Grade available | Grade follows | Module not taken |
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I have completed additional modules / courses that cannot be entered in the

Campus Management System (e.g. a German course).

The lecturer has issued me with certificates (“Scheine”) for these achievements

which I have attached to this application yes