APPLICATION FORM FOR A TRANSCRIPT OF RECORDS

FOR INTERNATIONAL PROGRAM STUDENTS

**- Please fill out the form, save it and send it attached via email -**

|  |  |
| --- | --- |
| Date: | 16/11/2016 |

STEP 1: Fill out

Please fill out the entire form. Save it and send it attached via email to the following address:   
[transcript-incoming@uni-potsdam.de](mailto:transcript-incoming@uni-potsdam.de)

STEP 2: (Ungraded) completed course certificate (=Leistungs-/Teilnahmeschein)

Submit all of your Leistungsscheine/Teilnahmescheine to the International Office: at our main office (campus Am Neuen Palais, house 8, room 0.42).

SCHRITT 3: Address

1. If you stay in Germany after your exchange semester: Please state a valid German address where we can send you a Transcript of Records to. You can also pick it up yourself at our office (please give us a short notification via email).
2. If you leave Germany after your exchange semester: Please state a valid foreign address where we can send you a Transcript of Records to.

**General information**

|  |  |  |
| --- | --- | --- |
| Surname |  | e.g. Mustermann |
| First Name |  | e.g. Erika |
| E-Mail |  | e.g. mustermann@gmail.com |
| Student ID |  | e.g. 777123 |
| Term/ Year |  | e.g. WiSe 2015/16 |
| Departure from Germany |  | e.g. 31.03.2016 |

**Address**

|  |  |  |
| --- | --- | --- |
|  | Germany | Foreign country |
| Name |  |  |
| c/o |  |  |
| Street, No.  (Room No.) |  |  |
| Postcode, City |  |  |
| Country |  |  |

**Please list all of your attended courses/ classes**

|  |  |  |
| --- | --- | --- |
| No. | Name of attended course/ class | Name of lecturer |
| 01 |  |  |
| 02 |  |  |
| 03 |  |  |
| 04 |  |  |
| 05 |  |  |
| 06 |  |  |
| 07 |  |  |
| 08 |  |  |
| 09 |  |  |
| 10 |  |  |

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| --- | --- | --- | --- |
| **BEARBEITUNGSVERMERKE – Do not fill out** | | | |
|  | T | S | T+S |
| abgeholt |  |  |  |
| geschickt |  |  |  |