

## TRANSCRIPT OF RECORDS

### 1. Filling in the application form

Please fill in the application for issuing a Transcript of Records. You will find the form directly under:

<http://www.uni-potsdam.de/international/incoming/students/exchange/studium.html#c241971>

All courses which you have attended must be listed on the form. Please save the form and send it as an attachment with your name in the subject to: [transcript-incoming@uni-potsdam.de](mailto:transcript-incoming@uni-potsdam.de)

### 2. Collecting "Scheine"

Please ask all of your instructors to provide you with a course certificate (Leistungsnachweis/Teilnahmeschein). This certificate must include **the number of ECTS points granted for the course and the number of contact hours (SWS)**. After gathering your certificates together, please hand them in to the Main Office (room 0.42) of the International Office or send them by post..

### 3. Picking up your Transcript

After receiving an email from us, please pick up your transcript of records in the International Office. If you are no longer in Potsdam, please request that we send you your Transcript of Records by post.

### Please note!

You should give your instructors sufficient time to provide you with your course certificates (Leistungsnachweise/ Teilnahmescheine). Without these, the International Relations Office cannot process your information for a Transcript of Records.

**If you are no longer in Potsdam** and therefore cannot pick up your "Scheine" yourself, please ask your instructors to send your "Scheine" to the International Office.

**The staff of the International Office cannot collect your "Scheine" for you.  
Only duly filled out and signed "Scheine" can be accepted for the transcript.**