



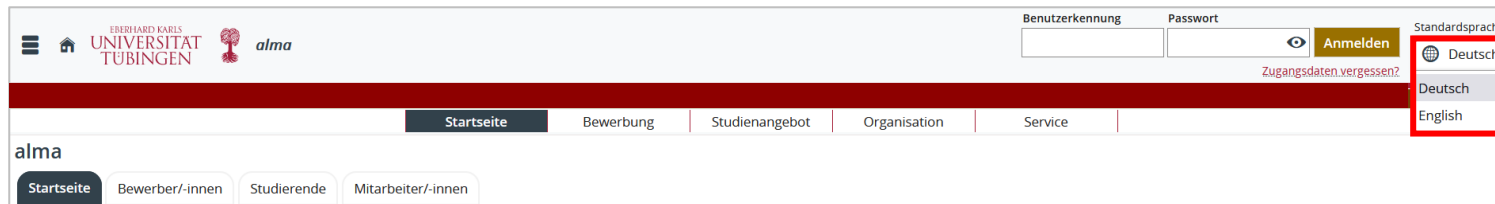
alma-Portal

Role Student

How to find and download
the Transcript of Records (ToR)

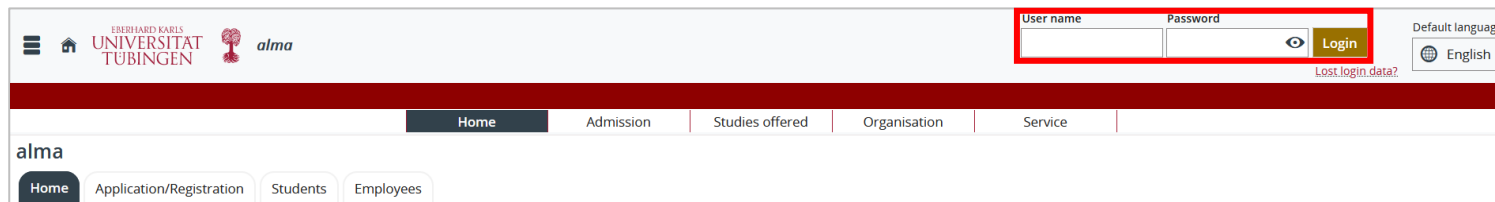
1 How to find and download the Transcript of Records

1.1 Change the default language from „Deutsch“ to „English“ on the alma website



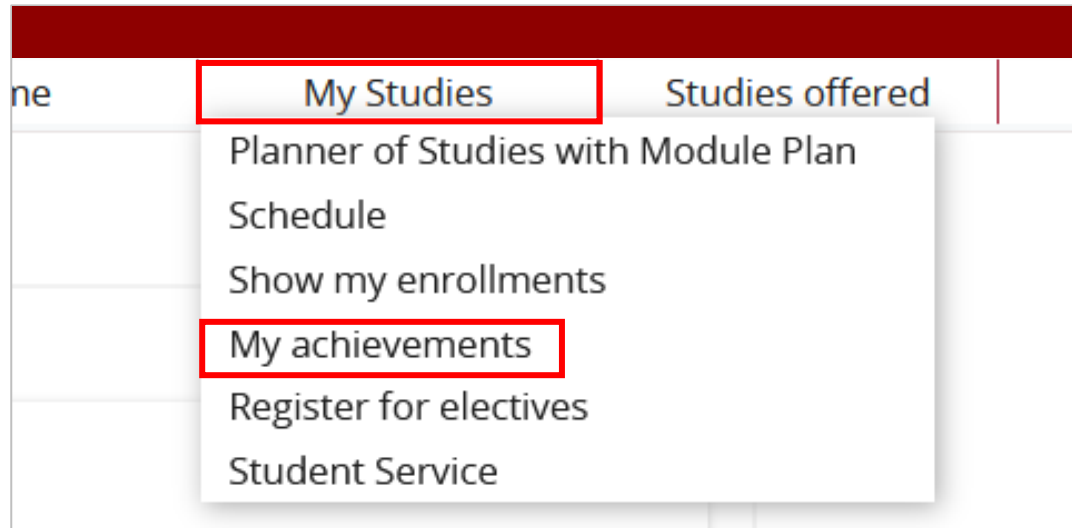
The screenshot shows the top navigation bar of the alma website. On the left, there is the Eberhard Karls Universität Tübingen logo and the 'alma' logo. In the center, there are login fields for 'Benutzerkennung' and 'Passwort', an 'Anmelden' button, and a link for 'Zugangsdaten vergessen?'. On the right, there is a 'Standardsprache' dropdown menu. The dropdown is open, showing 'Deutsch' (selected) and 'English' as options. Below the navigation bar, there are buttons for 'Startseite', 'Bewerbung', 'Studienangebot', 'Organisation', and 'Service'. Below that, there is another set of buttons for 'Startseite', 'Bewerber/-innen', 'Studierende', and 'Mitarbeiter/-innen'.

1.2 Log in with your university login and your associated password.



The screenshot shows the top navigation bar of the alma website. On the left, there is the Eberhard Karls Universität Tübingen logo and the 'alma' logo. In the center, there are login fields for 'User name' and 'Password', a 'Login' button, and a link for 'Lost login data?'. On the right, there is a 'Default language' dropdown menu set to 'English'. Below the navigation bar, there are buttons for 'Home', 'Admission', 'Studies offered', 'Organisation', and 'Service'. Below that, there is another set of buttons for 'Home', 'Application/Registration', 'Students', and 'Employees'.

1.3 In the menu bar „My Studies“ choose „My achievements“.



1.4 You see the following menu now:

You are here: [Home](#) > [My Studies](#) > [My achievements](#)

My achievements

Achievement Data ▾

Expand all Collapse all Edit table

Title	Number	Attempt	Cancellation	Grade	CP	Malus	Status	Free trial	Annotation	Exception	Additional attribute	Grade release date	Actions
PO B.Ed. Biologie													
AK B.Ed. Biologie													
Subject grade	9050	1					MB	regular achievement		No			
PO B.Ed. Protestant Theology													
AK B.Ed. Evangelische Theologie													
Subject grade B.Ed. Protestant Theology	9050	1					MB	regular achievement		No			

Study history ▸

Reports

- [Außerfachliche Zusatzleistungen \(de\) \[PDF\]](#)
- [Außerfachliche Zusatzleistungen \(en\) \[PDF\]](#)
- [Transcript Of Records \(Deutsch\) \[PDF\]](#)
- [Transcript Of Records \(English\) \[PDF\]](#)
- [Transcript Of Records für Staatsexamen Jura \[PDF\]](#)
- [Transcript Of Records für Staatsexamen Pharmazie \[PDF\]](#)
- [Transcript of Records for Exchange Students \[PDF\]](#)

Click on the desired report to download it.

The reports "Außerfachliche Zusatzleistungen (de / en) [PDF]" show achievements in the area of non-faculty career-oriented competencies (übK) that have not yet been transferred to the examination regulations or the „globales Überlaufkonto“ (güK).