



Request for directly transferred transcript of records for Exchange Students⁽¹⁾

Arrival semester	winter / summer	/	year / year	Departure semester	winter / summer	/	year / year
Student ID				Date of birth			
First name				Family name			
Faculty in Tübingen							
Study program in Tübingen							
Study program at home university							

Part	Transcript of records preparation	yes
1	I'm at the end of my stay at Tübingen University	
	I have downloaded my transcript on alma <i>alma > My Studies > "My Achievements" and there the box „Transcript of Records for Exchange students“</i>	
	All grades I achieved are on the downloaded transcript <i>The examination office can ONLY upload exam/course results provided by the lecturer/examiner in alma</i>	
	All the ECTS points are correct and as agreed <i>The examination office can ONLY upload ECTS points provided by the lecturer/examiner in alma</i>	

Part	Provision of directly transferred transcript of records	yes
2	I want <u>failed</u> exam/course results on this final Transcript of Records <i>yes no</i>	
	Transcript of Records is required digitally as a direct e-mail to my home university	Recipient e-mail address
	I would like to be in copy on the e-mail	e-mail address
	Transcript of Records is required as a hard copy (paper) sent per post to my home university	Recipient postal address

With my signature I request my final Transcript of Records to be sent to the above stated recipient.

Date	Name (when handing in digitally from Tübingen student mail account, type your name)
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Request for directly transferred final transcript: Filling in this form and handing it in

- (1) Part 1: Transcript of records preparation
 - a. Preferably fill in this form digitally and send it to exchange-exams@uni-tuebingen.de.
 - b. Fully digital requests for final transcripts are only accepted when sent from your Tübingen University Student e-mail account: [Uni Tübingen e-mail Account](#).
 - c. If you no longer have access to your Uni-Tübingen e-Mail account, fill in this form digitally to enable readability, then print, sign (manually) and scan it. Send it from your home university e-mail to exchange-exams@uni-tuebingen.de. If you would like to review the completeness of your transcript before requesting a final transcript, please write an e-mail to exchange-exams@uni-tuebingen.de
 - d. Alternatively, you may submit a request for your directly transferred final transcript of records to the examination office by post. Fill in the form digitally, print it, sign it manually and send it to the Central Examination Office in Wilhelmstr.19, 72074 Tübingen, Germany.
- (2) Part 2: Provision of directly transferred transcript of records
 - a. You may choose between a transcript with or without failed exams
 - b. You may choose between a digital and a hard copy
 - c. If necessary, you may request both a digital and a hard copy
 - d. It is mandatory to indicate whom to send the final Transcript of Records to. The Central Examination Office does not hand the hard copy of the Transcript of Records out to students.
- (3) Please note:
 - a. If your transcript is missing exam results, please do not request your directly transferred final transcript. Use the transcript provided on alma (see also (1) c).