

## TU Berlin Transcript

### Step-by-Step Guide for Exchange Students

#### Step 1:

Inform your professors that you will do your exams as an exchange student and that you cannot register with the examination office because you will not receive a degree from TU Berlin.

Ask them to issue a course certificate („Schein“) for you instead. We prefer if you send them our [Schein template](#) since it includes all the required information we need. If they want to use their own template, please make sure that it shows the course title, ECTS credits, grade and exact date of the exam as well as the signature and stamp of the person in charge. Incomplete documents cannot be accepted. Should your professors not understand what you want you can show them this [explanation letter](#) (in German).

#### Step 2:

Complete your courses successfully, i.e. you should at least receive a 4,7 as a grade for an exam. A 5,0 is a fail and can only be listed on the transcript **without** credit points.

#### Step 3:

After exams ask your professors when you can expect your Scheine to be issued. In case they are not ready before you leave for home you should have them send to you via email once they are ready.

#### Step 4:

Since exchange students do not register with the examination office, they **do not** automatically receive a [transcript](#). So, if you need a transcript (instead of a pile of Scheine) please log into your Mobility-Online account and fill out the questionnaire at the end of the mobility and submit the proof of your last examination at TU Berlin. We will then check the date and proof and give you further access (please be aware this will most likely not happen immediately).

**Important:** Please make sure your initial course list in Mobility-Online is updated at this step and that you have added all your grades and credits since this is the information that will appear on your transcript. You also need to upload **all** your Scheine at this step. As long as you do not finally confirm your selection (see step 5), you can add documents one after another.

#### Step 5:

Having completed step 4 you can now confirm that you have submitted correct and sufficient data and documents. By doing so, you request the issuance of the transcript. It will be downloadable as a pdf-file from your Mobility-Online account within a few business days.

**Please only tick this off once you are definitely finished uploading everything because you will lose access to these steps afterwards.**

(In case your home university needs any documents to be sent directly from our office to them please let us know in a separate e-mail and provide us with the contact e-mail address.)