

Transcript(s) of Records

All exchange students may **request** a transcript of records.

The transcript of records is an overview of the courses which you attend(ed) and is based on the grades and the amount of ECTS-credits which you receive for each course (lectures, seminars, tutorials etc.) by passing exams or writing an essay etc.

The transcript of records is **not issued automatically: you will only receive it if you request it yourself!**

Please find following all necessary information on how to request the transcript(s) of records.

a) All exchange students (except from North American universities and ISEP)

First and most important: please note that your home university (and you) will receive several transcripts of records if you attend courses in different departments / fields of studies!

Please note that the transcripts of records will be issued by the departmental exchange co-ordinators (not by the International Office)!

1. Ask the lecturers of all your courses (apart from the German as a foreign language courses offered by the "Sprachenzentrum"!) to inform the respective departmental exchange coordinator(s) of the grade and the amount of ECTS-credits for each course!

2. Complete the "Transcript of Records - Application Form" and email it to the respective **departmental exchange coordinator** (see ects.uni-trier.de for contact details)

If you attend courses in different departments / fields of studies you must complete a "Transcript of Records - Application Form" **for each department** / field of study and email each form to each respective departmental exchange coordinator!

If you also attend German as a foreign language courses offered by the "Sprachenzentrum" please also complete a "Transcript of Records - Application Form" for these courses and email that form to: knopp@uni-trier.de (Dr. Peter Knopp).

Please carry out these things by the end of the lecture period.

**A list of all departmental exchange coordinators with their email-addresses can be found at:
www.ects.uni-trier.de !**

If there is no exchange coordinator mentioned on the list for your particular department, please contact the secretary of the department to find out which staff member is responsible for issuing the transcripts.

b) Students from North American partner universities and ISEP

1. Ask the lecturers of all your courses (apart from the German as a foreign language courses offered by the "Sprachenzentrum"!) to email the grade and the amount of ECTS-credits for each course to: exchangestud@uni-trier.de. (Please mention your full name and Trier student ID when contacting the lecturers).

Please note: Dr. Peter Knopp who is in charge of the German as a foreign language courses offered by the "Sprachenzentrum" will directly inform the International Office of all your courses, grades, and the amount of ECTS-credits for each course.

2. Complete the "Transcript of Records - Application Form" and email that form to us: exchangestud@uni-trier.de

Please carry out these two things by the end of the lecture period! Please remember that we can only issue the transcript once all exams have been graded.