



TRANSCRIPT OF RECORDS REQUEST FORM

ERASMUS / EXCHANGE / SEMP / FREE MOVER STUDENTS

Your Name	
Home University	
Exchange Programme	<input type="checkbox"/> ERASMUS <input type="checkbox"/> EXCHANGE <input type="checkbox"/> SEMP <input type="checkbox"/> FREE MOVER

- Please list all the courses, projects, thesis that you want to appear on your transcript of records.
- Verify all course codes & titles (except orientation courses) at <http://campusonline.uni-ulm.de/gislsf/rds?state=wtree&search=1>
- Submit all your course certificates ("Scheine") to the International Office (we will make copies and return the originals to you).
- Note that Scheine for language courses have to be picked up at the ZSP (language center).
- Inform your instructors to send any late Schein directly to International Office. We will not hunt after missing Scheine!
- Use the computer to fill out this form.
- Detailed instructions: <https://www.uni-ulm.de/en/io/mob-in/finishing/>

Period	Course Code	Title of Course	Schein <small>Yes = presented to International Office No = will be sent later</small>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
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			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Final Project / Thesis (if applicable)			
Duration (week/months)	Supervisor	Title of Thesis/Project	Evaluation (Gutachten)
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Last day of academic activities (class/exam/project/rotation):	
Planned date of departure:	

The completed transcript and any late "Scheins" will be sent to you. Please write your address as it should be written on the envelope. (Chinese students should give both addresses – Arabic letters + Chinese letters.)

The completed transcript will also be sent by eMail attachment to your home university. Please give the name + email-address of the person and/or the department to which we should send it.