

HOW TO FILL IN THE TRANSCRIPT FORM („BELEGBOGEN“)

1. Filling in and saving the transcript form on your hard drive/memory stick:

- a. Save the file „Transkript Belegbogen“ under the heading „Transkript (nach Ankunft)“ using the following pattern:

LastName,Firstname.doc(x) (e.g.. *Mueller,Maria.doc(x)*)

(By the way: you will also find a filled in example of a transcript form on this webpage)

2. Filling in the form:

1. Using **Word**, please fill in the following fields:

- ▶ Sending Institution (= Home University)
- ▶ Last Name
- ▶ First Name(s)
- ▶ Date of Birth
- ▶ Student ID Number (= „Matrikelnummer“ which you can find on your **Regensburg student ID** **Please don't use your student ID from home!**)

2. For all courses for which you will get a certificate („Schein“): All Information are in LSF

- ▶ Name of Instructor (= only the last name, no first name or academic titles, please)
- ▶ Course Number (= the five digit number you find online, without “D-“)
- ▶ Course Title
- ▶ Semester (= SS for summer semester; WS for winter semester)
- ▶ Hours per week

→ please leave the fields “Local Grade” and “ECTS Credits” **empty!**

→ You do **not** need to translate the course titles into English

3. On page 3

- ▶ Your personal postal address in home country (**name, street + number, postal code + city, country**)
- ▶ Email address of the coordinator at your home university (either in the department or the international office) (**name, email address**)
- ▶ Your e-mail (one that you check regularly)
- ▶ Deadline (earliest 01.09.2023)

Do not forget to save it!

3. Please mail the completed form as attachment until

May 11th, 2023 to international.transcript@ur.de

- ▶ **Should there be changes in your course program or should you not finish a course, please let us know!**

4. Don't forget to inform us if a teacher is still planning to do the final exam for the course as a face-to-face exam here in Regensburg and if you cannot be here because you are studying as a remote student.