

Transcript Request Form Formatting FAQ

General Formatting

- The document “**Transcript Request Form SS 25**” is protected against accidental editing. Therefore, the only text-fields that can be filled out are marked grey. There is no limit to the length of the text-fields.
- The fields that are not open for editing we are filling ourselves (e.g. Local Grade, ECTS Grade). If you know the exact amount of ECTS Credits you have to receive for the course, you can write them in; otherwise, this field is not compulsory.
- Save the document in **.doc or .docx format**. Any other format will not be accepted!

Semester

- Please use the following formatting:
 WS 24/25 *for the winter semester 2024/25*
 SS 2025 *for the summer semester 2025*

Course Types

- Write the course type in English only!
- Course Types are (feel free to copy+paste):

Course Type (in ENGLISH)	German Equivalent & Explanation
Practical Language Skills	= <i>Sprachpraktische Ausbildung</i> (this is the Course Type for <i>all</i> language classes)
Lecture	= <i>Vorlesung</i>
Exercise	= <i>Übung</i>
Tutorial	= <i>Tutorium</i> (older students help you prepare to the exam)
Seminar	= <i>Seminar</i> (if you know the specific type of seminar you can subdivide):
Introductory Seminar	= <i>Einführungsseminar</i>
Proseminar	= <i>Proseminar</i>
Main Seminar	= <i>Hauptseminar</i>

Course Title

- The course title should be **copied from the UnivIS or FlexNow**.
Note: For the translation of the titles of the courses offered by the Language Center (*Sprachenzentrum*) please consult the Word-document “[Kursliste](#)” – [download](#).
- If the course title has a specific code, please write it as well with the actual title of the course.
E.g. BFC-B-07: Personal Wealth Management
Note: The code is there only to identify the course – the code will be deleted from your final Transcript.
- If the course title is originally in German, please include the English translation of the course title in brackets after the German course title; begin every word with a capital letter.
E.g. WiMa-B-002: Wirtschaftsmathematik: Analysis
 (Mathematics for Business and Economics: Calculus)
- If part of the course title is in German, please include the original title of the course as it is listed in the UnivIS or FlexNow and provide the English translation of the course title in brackets afterwards; begin every word with a capital letter.
E.g. PWB-ST-S: Digital Governance: Daten und Plattformen
 (Digital Governance: Data and Platforms)