Transcript of Records

The Transcript of Records is a document which lists all courses you have completed during your exchange studies at the University of Konstanz. The document is officially signed and sealed.

The Transcript of Records is not issued automatically. You have to request it after your exchange studies at the University of Konstanz are completed.

Prerequisites to request the Transcript of Records:
- Your exchange studies must be completed, thus you must be exmatriculated and no longer be enrolled with the University of Konstanz, or you must have completed the exmatriculation process for a future date already. [https://www.uni-konstanz.de/en/study/while-you-study/formalities/exmatriculation/](https://www.uni-konstanz.de/en/study/while-you-study/formalities/exmatriculation/)
- The Transcript of Records can only be issued once all assessments of your courses have been graded and the results have been verified. This means that all results of your courses must be at hand when requesting a transcript.

A qualified verification can be one of the following:
- Entry of course results into the ZEuS database
  - [https://zeus.uni-konstanz.de/~My Studies -> My achievements](https://zeus.uni-konstanz.de/~My Studies -> My achievements)
  - The grade overview you can download on this page is not an official Transcript of Records!
- An e-mail from the instructor/secretary including your name and the course title with the grade and amount of credits awarded for the course directly (no forwards!) addressed to: international.transcripts@uni-konstanz.de
- If you want any changes of the data published in your ZEuS database, please contact the respective instructor or the responsible Departmental Exchange/Erasmus+ Coordinator.

Please note: Failed courses will also be entered into the Transcript of Records, as well as courses you have registered for but ultimately haven’t attended or completed the final assessment.

How do I request a Transcript of Records?
- Please send a transcript request by email to: international.transcripts@uni-konstanz.de
- Please include the postal address and full name of your exchange coordinator of your home university in your email (to whom the original hardcopy of the transcript of records should be sent)!

How do I get my Transcript of Records if I have left Konstanz already?
- Generally, you would not have all your assessment results at hand by the time of your departure from Konstanz. If you urgently need the transcript, you may ask the instructor if he/she could possibly have your assessment corrected and the results entered into the ZEU-S system with priority. Alternatively, a written confirmation of grades and credits could be sent directly via e-mail (no forwards!) to: international.transcripts@uni-konstanz.de
- Your e-mail account and log-in into ZEU-S will be valid for another 6 months after your exmatriculation takes effect, allowing you to check by yourself if all your assessments have been graded yet.
- If your results are not at hand by the time the transcript is needed, a preliminary Transcript of Records can be issued as an exception to comply with your home university’s deadline. For this, please have the responsible person at your home university send a written request for the issuance of your transcript by email to: international.transcripts@uni-konstanz.de
- Please mind: It is your own responsibility that all courses, grades and credits are provided for your own transcript.

Where can I pick up my Transcript of Records?
It will take at least 5 working days for the International Office to issue your transcript. You may pick it up at the SSZ or have it sent to your home institution by regular mail. In addition, your scanned transcript will also be sent as a PDF to you by e-mail.