



Incoming Students – Application for Transcript of Records

This application form is prerequisite for obtaining a transcript of records by the University of Hamburg.

Please fill in this form and submit it to the responsible departmental coordinator before you leave the University of Hamburg and all your results are published online! Make sure grade certificates are attached for each examination taken beyond courses offered regularly by the School of Business, e.g. Intensivkurs Deutsch, courses at the School of Law, or language courses at the "Volkshochschule". Any of those grade certificates must show at least: Institute, course title, ECTS, final grade, name of participant, signature of lecturer, and date of exam. In case information is lacking or certificates are missing, it is not possible to include respective exam results in your transcript!

First name

Last name

Matriculation number (University of Hamburg)

E-mail

Business Administration

Study program (University of Hamburg)

Postal address of student (recipient / street address / town / postcode / country)

Postal address of home university (recipient / street address / town / postcode / country)

Course Information

Table with 4 columns: Course number, Course title, Lecturer, ECTS. Multiple empty rows for data entry.

Date

Signature (student)

Date

Signature (Departmental Coordinator)