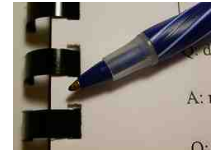


# Academic Transcripts



## → Academic Transcripts of Records (for Undergraduate and Master students)

- The academic transcript of records is a document which contains all your courses and modules including marks, hours, ECTS credits, signature, and the official stamp. This transcript will be issued by the IWW-Office.
- The transcript is a required document for your home coordinator. Without this confirmation your exchange semester(s) will not be recognized by your university.
- One original transcript will be sent to your home address and one directly to your home coordinator. The transcript will be sent after your stay. Students who stay two semesters will receive the transcript after their second semester.

### Transcripts will be sent to you (depending on availability of marks):

WINTER semester → **March**

WINTER + SUMMER semester → **August**

SUMMER semester → **August**

## FREQUENTLY ASKED QUESTIONS:

### 1. I can print out an academic transcript of records in my student account (LFU:online) - may I send this to my home coordinator?

**NO** - this transcript is created especially for Austrian students. You can print an English version but it will not be accepted by your coordinator / your university. Therefore, please do not send this paper to your home university. This paper is just for your personal use!

### 2. Do I need to come into the IWW-Office before I leave?

**YES** - because of administrative reasons in order to issue the academic transcript and to give further information, all incoming exchange students (Undergraduate and Master) - WS / WS+SS / SS - need to come into the IWW-Office by the end of the semester!

### 3. What do I need to do before I come into the IWW-Office?

We will send you an e-mail to inform you when you have to come into our office

**(WS usually mid-January; SS usually mid-June)!** The procedure takes about 5-10 minutes.

Please find a PC with a printer (in the ZID or computer bar in the SoWi corridor) and print your course module list: [https://orawww.uibk.ac.at/public\\_prod/owa/lfuonline.home](https://orawww.uibk.ac.at/public_prod/owa/lfuonline.home)

- Click on "en" English language in the tool bar above
- Click on the section "My bookings" on the left side
- Then "SOWI point bookings"
- Please print this page

and write further information on this printed paper in case:

- you attended a German course at the ISI
- or you attended other course modules which you passed and which were not printed, e.g. law courses, politics courses etc. (number and title of course, teacher)
- your departure date