



Transcript of Records



The Transcript of Records lists all courses you have completed during your exchange studies at the University of Konstanz. The document **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/>
- The Transcript of Records will only be issued once **all** results of your courses have been graded and entered into the database ZEuS.

You can find an overview of your course results in the ZEuS database: <https://zeus.uni-konstanz.de/>
→ My Studies → My achievements

Here you can also generate a preliminary grade overview, e.g. to comply with your home university's deadline if your results are not at hand by the time the transcript is needed. This document is **not** an official Transcript of Records!

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

- If you want any changes of the data published in ZEuS, please contact the respective instructor or the responsible [Departmental Exchange/Erasmus+ Coordinator](#).
- Generally, you do not have all your assessment results at hand by the time of your departure from Konstanz. If you urgently need the transcript, you should ask the instructor if he/she could have your assessment corrected and the results entered into ZEuS with priority. It is your own responsibility that all courses, grades and credits are provided for your own transcript.
- Your e-mail account and log-in into ZEuS 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.

How do I request a Transcript of Records?

- Please send a transcript request by email to: international.transcripts@uni-konstanz.de
- It will take at least **5 working days** for the International Office to issue your transcript.

How is my Transcript of Records sent?

- From April 2021 on, all transcripts will only be issued digitally and uploaded to Mobility Online. You will receive an e-mail as soon as the document is ready for downloading. The official document includes a verification code, a stamp or signature is therefore no longer needed.
- Transcripts are no longer sent directly to the coordinator at your home university. Please make sure to provide your home university with your transcript for grade transfer.