Important information on your Transcript of Records

Transcripts are mostly issued by your Office of the Registrar. The uploaded transcript should fulfill the following requirements:

- Transcript must be in English or German.
- Transcript must include student’s complete name, degree program and name of university.
- Transcript must display the number of your completed study years/semesters.
  
  *If necessary, upload additionally the transcript of your former university to confirm your overall completed semesters.*
- *If you can only send a transcript issued by your former university, please upload additionally a proof that you are currently enrolled in a university eligible for PREP (see our [homepage](#)).*
- Transcript should include the overall cumulative GPA of your current degree program (in the [9 - 4.0 – scale](#)).
  
  *If this is not possible, please upload a conversion of your original GPA to a 4.0-scale with a link indicating the conversion calculation criteria of your university.*
- Transcript should include courses and grades for all different semesters.