Important Information on your Transcript of Records

Transcripts are e.g. issued by your Office of the Registrar. At most universities it is also possible to download your unofficial transcript. In any case, the uploaded transcript should fulfill the following requirements:

➔ Transcript must be in English or German. *Otherwise please add a translation.*

➔ Transcript must include student's complete name, degree program and name of university.

➔ If your transcript only displays your student ID, but not your name, please add a document which proves that this is your student ID (e.g. your student ID card).

➔ Transcript should include courses and grades for all different semesters.

➔ Transcript should include the overall cumulative GPA of your current degree program (in the 0 - 4.0 – scale).
If this is not possible, please upload a conversion calculation of your original GPA to a 4.0-scale with a link indicating the conversion calculation criteria the calculation is based on.

➔ 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 TUM PREP (see our website), e.g. a confirmation of enrollment or your student ID card.*

Please make sure to upload an **unencrypted** or **not secured PDF file**.

If the PDF file you have should be encrypted or secured, we cannot edit it or merge the file with other PDF files. In this case, please either print the document and scan it again in a usual and unencrypted PDF format or copy screenshots of the single pages of the transcript into a Word file and save it in PDF format.