

TRANSCRIPT OF ACADEMIC RECORD

NAME OF STUDENT:

ENROLLED AT: **Humboldt-Universität zu Berlin**

IMMA-NR.:

DATE OF BIRTH:

MAJOR SUBJECT/S:

SEMESTER:

SEMESTER	COURSE TITLE	LECTURER	COURSE REQUIREMENTS	TYPE lec / lab / sem	HOURS/ WEEK	HU GRADE	= US GRADE

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Student

NOTES ON FILLING OUT THE TRANSCRIPT OF RECORDS/LIST OF COURSES ATTENDED TO DATE

- This transcript of records serves as proof of the courses you are currently attending or of the coursework you have already finished but which has not yet been officially been listed in your AGNES transcript of records.
- Please fill out this transcript of records on the computer.
- Proceed chronologically and list the courses you have attended in order of attendance. You can enter all courses that you have not yet been able to prove via your official transcript / AGNES transcript of records (courses from HU Berlin or courses from your former university).
- List all courses in German and in the same line below, in *italics*, in English or the respective foreign language (for applications for Russia please list in Russian, for Latin America please list in the national language).
- Under "Course requirements" please enter (if applicable) completed courses/demonstrated knowledge that were required to take the course (e.g. Statistics II requires completed course in Statistics I, etc.).
- Indicate grade conversion (usually in US grades, see table below).

Grade Conversion Table

**This table is not intended for official credit/course transfers. It is intended as a guide for the application to a partner university*.*

HU Grade		US Grade/GPA	
1,0	Sehr gut	A	4.0
1,3		A-	3.7
1,7		B+	3.3
2,0	Gut	B	3.0
2,3		B-	2.7
2,7		C+	2.3
3,0	Befriedigend	C	2.0
3,3		C-	1.7
3,7		D+	1.3
4,0	Ausreichend	D	1.1
5,0	Nicht ausreichend	F	1.0

- (Mit Erfolg) Bestanden *Passed Successfully*
- (Regelmäßig) Teilgenommen *Attended Regularly*
- (Mit Erfolg) Teilgenommen *Attended/Audited Successfully*
- Keine Note *Not Graded*