
(Name, First Name)

(Matr. Nr.)

(Street, House Nr.)

(Telephone)

(P.O.Box, city)

(Study field)

I am applying for
(please mark):

Graded transcript (cost type: 54215) *)

Diploma - Pre-degree / intermediate examination

Diploma Main examination

Bachelor

Master

Only verbal grades

Decimal and verbal grades

Other transcript (cost type: 54218) *)

to present to: _____ *)

Copy of the following transcript: (cost type: 54215 or 54218, see above) ***)

Replacement for lost transcript (cost type: 54216) **)

Diploma - Pre-degree / intermediate examination

Bachelor

Diploma Main examination

Master

Replacement for lost certificate (cost type: 54216) **)

Bachelor Diploma M.A. Master

(Signature, date)

Legal basis for the requirement of payment for this service is the "Verwaltungsgebührenordnung" in its version of 13.November 1978 (GVBl., page 2410), last modified by the regulation of 21. November 2001 (GVBl., page 588).

The fees are to be paid at the **University cash desk** – Main Building, 2nd floor, Room H2106 – or through transfer to the following account:

Berliner Volksbank e.G. (Bank Sort Code: 100 900 00) – Account Nr.: 88 4101 5003

(when transferring, mention the applicable cost type, Matriculation Nr., Name and study field in the "Payment details" field. The payment-/transfer receipt is to be attached to this application)

Costs:

*)	for the first production of a transcript (per new A4-page).....	10.23 Euro
**)	for the replacement of transcripts and certificates (per new A4-page).....	12.27 Euro
***)	for copies of transcripts (per new A4-page).....	4.60 Euro