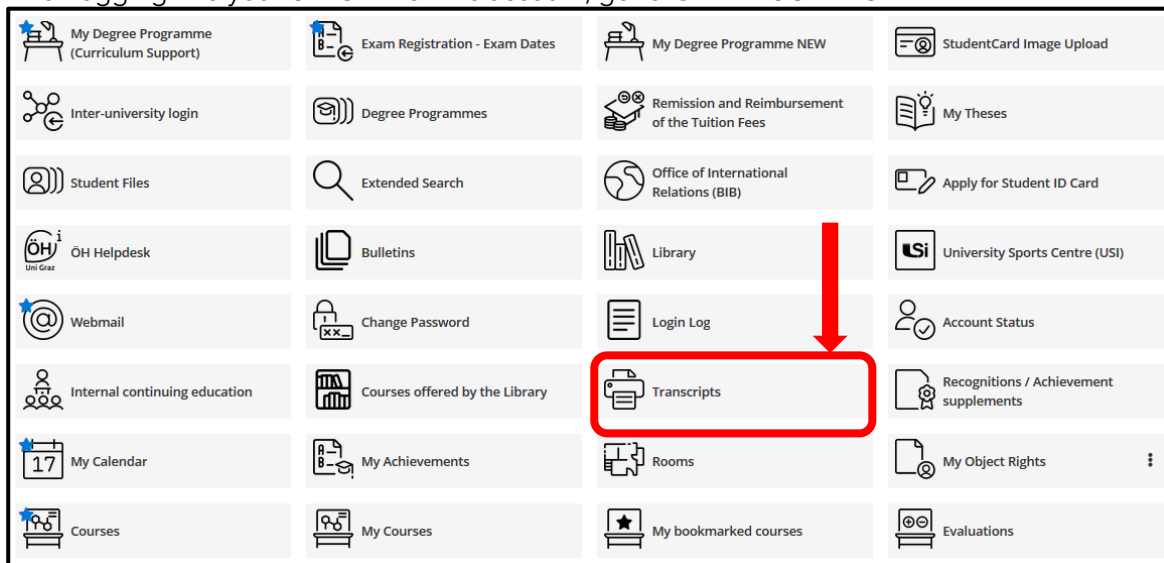


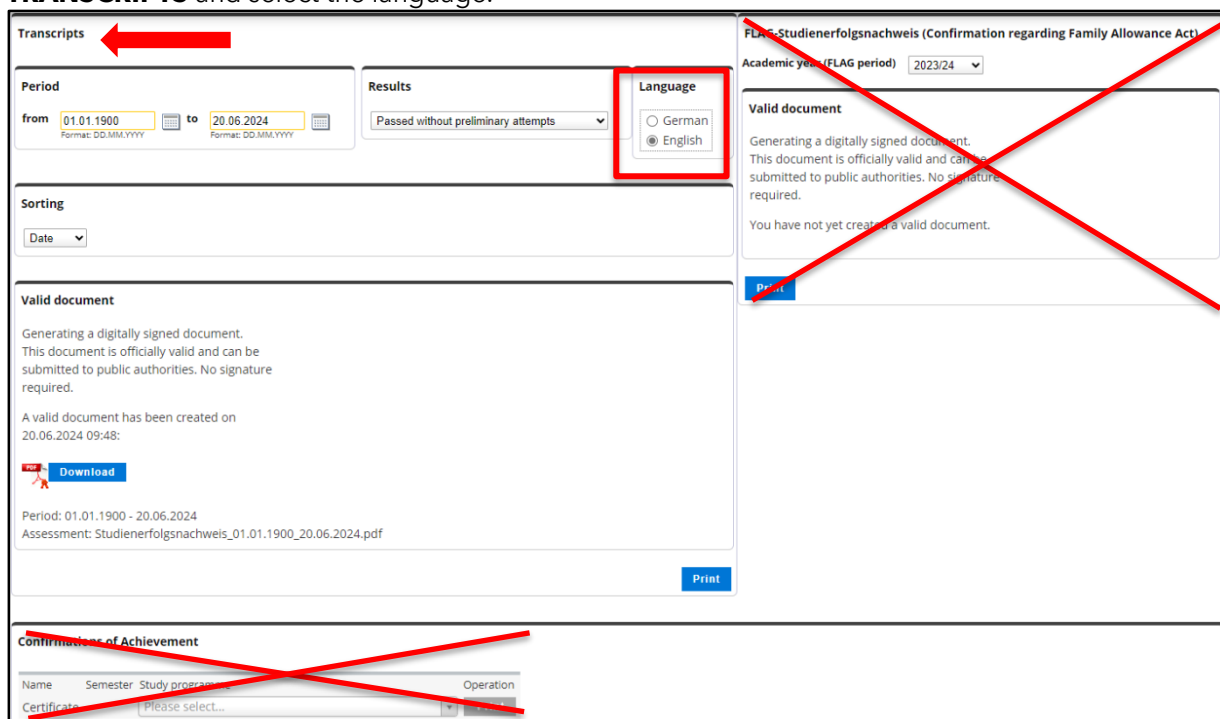
Downloading your electronically signed Transcript

University of Graz no longer issues paper transcripts. Students are required to download the **electronically signed transcript** via their UNIGRAZonline account during the timeframe of their enrollment.

After logging into your UNIGRAZonline account, go to **→TRANSCRIPTS**



Go to the bottom part of the page - left-hand side, make sure to **select the correct transcript option** → **TRANSCRIPTS** and select the language.



Step 1 - Select the version you need & print

The transcript can be downloaded in three versions:

- **passed without preliminary attempts** >> will show all courses you completed successfully
select this version if you only need the passed courses included in your transcripts
- **passed + failed with preliminary attempts** >> also includes fails
- **passed with passed preliminary attempts** >> includes all exam attempts for every course

Select the version you need and then click on **"print"**

Transcripts

Period

from 01.01.1900 to 20.06.2024

Results

Language

German English

Passed without preliminary attempts

Passed and failed with preliminary attempts

Passed with passed preliminary attempts

Sorting

Date

Valid document

Generating a digitally signed document.
This document is officially valid and can be submitted to public authorities. No signature required.

A valid document has been created on
20.06.2024 09:48:

Download

Period: 01.01.1900 - 20.06.2024
Assessment: Studienerfolgsnachweis_01.01.1900_20.06.2024.pdf

Print

Step 2 - save document

- The transcript document will contain **one page per field of study** you were enrolled in.
- The **electronic signature** is included on the **last page of your transcript**.
- Do NOT alter the document in any way by separating the pages or combining the document with other documents in one PDF-file → this will invalidate the electronic signature and therefore the transcript.

Step 3 - Credit transfer process

For the recognition of your Uni Graz courses at your home university, you need to include the **transcript cover letter** as well. E-mail both documents **separately** to

- ISEP students: to transcripts@isep.org who will pass it on to your home university
- All other students: to your home university > coordinator in the international office

ATTENTION:

- The transcript **MUST** be forwarded as a SEPARATE document - otherwise the electronic signature will be invalidated!
- Note that the final decision regarding transfer of credits taken during the exchange at the University of Graz lies exclusively with your home university.
- You are advised to keep all documents and information relating to your courses in case those are required by your home university in the context of the credit transfer process.