UNIVERSITÄT GRAZ UNIVERSITY OF GRAZ



Büro für Internationale Beziehungen | Office of International Relations

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 l	UNIGRAZonline account	, go to →TRANSCRIPTS	;
My Degree Programme (Curriculum Support)	Exam Registration - Exam Dates	My Degree Programme NEW	To StudentCard Image Upload
C Inter-university login	(句))) Degree Programmes	Remission and Reimbursement of the Tuition Fees	My Theses
Student Files	Q Extended Search	Office of International Relations (BIB)	Apply for Student ID Card
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Webmail	Change Password	Login Log	Account Status
Internal continuing education	Courses offered by the Library	Transcripts	Recognitions / Achievement supplements
17 My Calendar	H_ B_SI My Achievements	Rooms	My Object Rights
Courses	My Courses	My bookmarked courses	Evaluations

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

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Transcripts			FLAG-Studienerfolgsnachweis (Confirmation regarding Family Allowance Act
Period from 01.01.1900 to 20.06.2024	Results Passed without preliminary attempts	Language O German English	Valid document Generating a digitally signed document. This document is officially valid and came submitted to public authorities. No signature
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Name Semester Study program. Certificate Please select	Operation		

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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"

from 01.01.1900 to 20.06.2024 Format: DD.MM.YYYY	Passed without preliminary attempts
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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 <u>transcript</u> <u>cover letter</u> as well. E-mail both documents **separately** to

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

ATTENTION:

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