



Downloading your electronically signed Transcript

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

The screenshot shows a grid of 28 dashboard icons. The 'Transcripts' icon, which depicts a document with a printer symbol, is highlighted with a red rectangular box. A red arrow points from the top of the grid down to this icon.

Go to the bottom part of the page, left-hand side → **TRANSCRIPTS** and select the language.

The screenshot shows the 'Transcripts' page interface. At the top left, the word 'Transcripts' is displayed with a red arrow pointing to it. Below this, there are three main sections: 'Period' with date pickers for 'from' (01.01.1900) and 'to' (22.07.2020); 'Results' with a dropdown menu set to 'Passed without preliminary attempts'; and 'Language' with radio buttons for 'German' (selected) and 'English'. A red arrow points to the 'Language' section. Below these sections is a 'Sorting' dropdown set to 'Number'. At the bottom, there is a 'Valid document' section with text explaining the document's status and two buttons: 'Print' and 'Create valid document'.

Step 1 – Select the version you need & create valid document

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

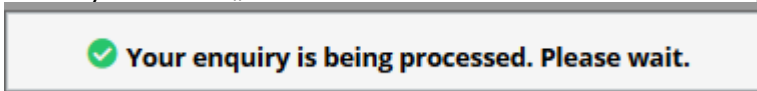
→ **passed with passed preliminary attempts** >> includes all exam attempts for every course

Select the version you need and then click on “create valid document”

The screenshot shows the 'Transcripts' interface. It has three main sections: 'Period', 'Results', and 'Language'. The 'Period' section has 'from' and 'to' date pickers with '01.01.1900' and '22.07.2020' respectively. The 'Results' section has a dropdown menu with three options: 'Passed without preliminary attempts', 'Passed and failed with preliminary attempts', and 'Passed with passed preliminary attempts'. The 'Language' section has radio buttons for 'German' (selected) and 'English'. Below these is a 'Sorting' section with a 'Number' dropdown. At the bottom, there is a 'Valid document' section with text explaining the digital signing process and a 'Create valid document' button. Red arrows point to the date pickers, the 'Results' dropdown, the 'Language' radio buttons, and the 'Create valid document' button.

Step 2 – download and save document

When you select „create valid document“ a window will pop up saying:



Once the electronically signed document has been created, the following statement will appear along with the download:

Transcripts

Period from <input type="text" value="01.01.1900"/> <small>Format: DD.MM.YYYY</small> to <input type="text" value="22.07.2020"/> <small>Format: DD.MM.YYYY</small>	Results <input type="text" value="Passed without preliminary attempts"/>	Language <input checked="" type="radio"/> German <input type="radio"/> English
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Sorting

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
22.07.2020 11:34:

[Download](#)

Period: 01.01.1900 - 22.07.2020
Assessment: Studienerfolgsnachweis_01.01.1900_22.07.2020_POS.pdf

You can now **download and save the electronically signed document.**

Step 3 - Credit transfer process

For the recognition of your Uni Graz courses at your home university, you need to forward the **transcript** along with the **transcript cover letter** to

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

ATTENTION:

- ➔ 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.