

## Information Regarding Certification of Transcripts in English

1. Go to <https://www.uni-bielefeld.de/studium/studierende/international/go-out/downloads/> to get a Word template or send a request to [transcript-io@uni-bielefeld.de](mailto:transcript-io@uni-bielefeld.de)
2. **Ask at your main Examinations Office (telephone or e-mail) for an English version of your “module transcript”.**  
This version contains the module titles in English which will help with translating the rest of the transcript.  
  
Please do not submit the student version of the transcript called “Leistungsübersicht”! This will suffice only for confirmation of completion of the courses listed but not the credit points. More information is available (in German) at:  
  
<https://www.uni-bielefeld.de/themen/campus-support/bis-pruefungsverwaltung/leistungsuebersicht-und-tr/index.xml>  
  
Only students enrolled for the state exam in law are requested instead to submit the transcript version “Leistungsübersicht” with their results.
3. Translate the German transcript into English using the form on page 1 of the Word document. The form on page 3 is suitable for students enrolled for the state exam in law  
Please adhere to the original transcript with regard to
  - structure and order
  - listing credit points
  - entering all results (including re-taken exams)
4. You can use the form on page 2 for any courses you have started but for which there is no result yet. The translations will be checked but the information will not be certified by the Transcript Office.
5. Send the completed form(s) as a **Word file together with the scanned original transcript to [transcript-io@uni-bielefeld.de](mailto:transcript-io@uni-bielefeld.de).**
6. Normally you will receive the certification as a pdf document within a few days. At peak times please allow for processing times of approx. 2 weeks - even in urgent cases.
7. For an English version of your Bachelor's or Master's degree certificate please contact your Examinations Office directly.
8. Phone calls can be made to the Transcript Office on + 49 521 106 67387

**Mondays and Wednesdays from 1 to 3 pm**

**Office hours are Mondays 1 to 3 pm in D0-142**

Please contact the Transcript Service at any time by e-mail at [transcript-io@uni-bielefeld.de](mailto:transcript-io@uni-bielefeld.de)