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## Applying for graduation documents

**Tips for students:** Final documents can be issued only if you have completed all coursework and examinations successfully and everything has been documented in STiNE.

Check to see that these requirements have been fulfilled. If anything is missing, contact the instructor in question; if there are technical problems, contact the examination management responsible in your subject area.

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**I hereby request that my final documents (transcript of records, examination certificate, degree certificate, diploma supplement) be issued.**

**Applicant:**

Name:

Email:

First Name:

Student ID Number:

Degree Program:

Enrolled since:

Address:

I would like to have my final documents sent to the above address as registered mail.

I would like to pick up my final documents from the academic office (you will be notified by email).

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I have had completed coursework and examinations abroad recognized.

The final examination took place on \_\_\_\_\_.

*= date of submission / date on which examination was taken*

**Note:** Information must be correct because it will be visible in your degree documents as the final examination date.

Master's only—I would like the following area of concentration indicated in my degree certificate

(see the subject-specific provisions I.2(2) / MA):    Analytical Philosophy    Theory of Freedom

I hereby confirm that the information provided above is correct and complete.

**Applicant:**

(Date, applicant's signature)