

Transcript of records

Requesting your transcript

The transcript is **not** issued automatically; you must request it and ensure it reaches you in time. It can only be issued after all grades are published in myStudies (Autumn Semester: February; Spring Semester: September). [You will keep access to services like myStudies for a few months after your deregistration as a student.](#)

Contact the Study Administration Office of your department to receive your transcript of records (contact details on the following page). Should your home university require an official transcript in a sealed envelope directly from ETH, provide the Study Administration with the exact address they should send it.

Courses from other institutions

Courses taken at the University of Zurich (UZH) and Language Center of UZH and ETH will appear on your ETH transcript.

Projects

Course units for projects will also appear on your transcript, stating the workload in terms of the number of credits and the grade obtained.

Grade conversion and grading system

Your achievements during the mobility programme are not a "stand-alone"; they become part of the final academic record at your home university. Once your home university has received the ETH transcripts, they are responsible for issuing the final academic record that should include information about your mobility studies at ETH.

Your home university converts the grades – and, if necessary, the credit points – to the system of your home university. [ETH provides detailed information on its grading system.](#)

Universities integrate results of mobility studies differently into the diploma, e.g. they might appear as part of the diploma supplement.

Contact information of the Study Administrations

Department	Study Administration Office ("Studiensekretariat")
Agricultural Sciences (D-USYS)	emma.lindberg@usys.ethz.ch , +41 44 632 38 93
Architecture (D-ARCH)	mobilitaet@arch.ethz.ch , +41 44 633 28 84
Biology (D-BIOL)	studies@biol.ethz.ch , +41 44 632 59 42
Biosystems Science and Engineering (D-BSSE)	student-admin@bsse.ethz.ch , +41 61 387 31 21
Chemistry and Applied Biosciences (D-CHAB)	martina.albertini@chem.ethz.ch , +41 44 633 45 80
Civil Engineering (D-BAUG)	manna@stab.baug.ethz.ch , +41 44 633 26 53
Computational Science and Engineering (D-MATH)	studiensekretariat@math.ethz.ch , +41 44 632 43 83
Computer Science (D-INFK)	mobility@inf.ethz.ch , +41 44 633 71 26
Earth Sciences (D-ERDW)	lehre@erdw.ethz.ch , +41 44 632 86 44
Environmental Engineering (D-BAUG)	umwelting@ethz.ch , +41 44 633 71 93
Environmental Sciences (D-USYS)	studentexchange.umnw@usys.ethz.ch , +41 44 633 60 82
Food Science (D-HEST)	ruth.buerkli@hest.ethz.ch , +41 44 632 42 63
Geomatic Engineering and Planning (D-BAUG)	oertle@stab.baug.ethz.ch , +41 44 633 22 79
Health Sciences and Technology (D-HEST)	hst@hest.ethz.ch , +41 44 632 42 26
Humanities, Social and Political Sciences (D-GESS)	benita.cserepy@gess.ethz.ch , +41 44 632 64 66
Information Technology and Electrical Engineering (D-ITET)	info@ee.ethz.ch , +41 44 632 50 03
Management, Technology and Economics (D-MTEC)	msc-mtec@ethz.ch , +41 44 632 88 56
Materials Science (D-MATL)	studies@mat.ethz.ch , +41 44 632 25 20
Mathematics (D-MATH)	studiensekretariat@math.ethz.ch , +41 44 632 43 83
Mechanical Engineering (D-MAVT)	exchange@mavt.ethz.ch , +41 44 632 59 24
Pharmaceutical Sciences (D-CHAB)	ivana.rajkovic@pharma.ethz.ch , +41 44 633 46 77
Physics (D-PHYS)	studies.physics@ethz.ch , +41 632 34 78