

Exam Management Office
of the School of Business
Fax: 06131 – 628 93141 or
Mail: pruefungen.wirtschaft@hs-mainz.de



To be completed by the Exam Management Office:

Final grade generated on: _____ Transcript issued on: _____

Master's degree transcript application

Last name, first name	Student ID no.
Current personal email: (for your invitation to the graduation ceremony)	
Degree program:	

Specification of options only for master's degrees that include option selection:

If you have completed more options than required by the exam regulations (see Appendix 1 of the exam regulations for your degree program), please specify the options you have taken for the transcript.

You only have the opportunity to select an option if you have completed more options than required by the respective exam regulations.

Additional options completed cannot be shown on the final transcript documents. However, you will receive a certificate of achievement for the additional options along with your transcript documents.

Options:	Instructor or module code
1.	
2.	
3.	
4.	

.....
Date

.....
Applicant's signature

Information for recipients of benefits including, for example, the family allowance (*Kindergeld*):

The examination regulations applicable in each case also include binding requirements for the date of the transcript. In most cases, the date of the last day on which the last exam was taken is to be used. This means that in cases where the thesis is the last academic achievement to be completed, the date of thesis submission (on record) is the date of the transcript as well.