

99061037032000, 99061037032000

Obtaining University Degree Documents

Heruntergeladen am 15.07.2025

<https://fimportal.de/xzufi-services/397311898/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99061037032000, 99061037032000
Leistungsbezeichnung I	Obtaining University Degree Documents
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen-Anhalt
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Hochschulangelegenheiten (061)
Verrichtungskennung	Erstellung (032)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung

Modul	Sachverhalt
Lagen Portalverbund	Studium (1030300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	29.09.2022
Fachlich freigegeben durch	Ministry of Science, Energy, Climate Protection and Environment Saxony-Anhalt
Handlungsgrundlage	
Teaser	Have you successfully completed your university studies? Upon graduation, you will receive a series of documents that certify your final grade and academic degree and provide future employers with further information about your university degree.
Volltext	You will receive the following documents at graduation: • Testimony • Document • Transcript of Records (german or English) • Diploma Supplement (german or English) The final documents shall bear the date of the day on which the last individual service was performed. You can download the documents either: • pick up in person during the office hours of the examination office (if necessary only possible by appointment) or • be sent by post (postage costs may apply) or • with a power of attorney (if necessary only possible by appointment)
Erforderliche Unterlagen	None.
Voraussetzungen	• Enrolment at a university • Passing all relevant academic achievements • No definitive non-existence of a compulsory module
Kosten	None.
Verfahrensablauf	The procedure varies depending on the university and

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examination office. At some universities, the process takes place automatically:

1. You will receive a message to the e-mail address of your university that the graduation documents are ready for collection.
2. You pick up the documents in person or have yourself represented by a power of attorney, or
3. You have the documents delivered to you by post
4. In the case of collection by an authorised representative, an informal power of attorney in the original, a copy of your identity card and the identity card of the authorised person must be presented.

At other universities, the process must be initiated by yourself:

1. You register at the examination office of your university after you have taken the last examination
2. The examination office will show you the data for comparison.
3. The certificate is issued by the examination office to you or an authorized person
4. In the case of collection by an authorised person, an informal power of attorney in the original, a copy of your identity card and the identity card of the authorised person must be presented.

Please inform yourself on the pages of your university about the specific procedure.

Bearbeitungsdauer

Varies from university to university.

Frist

None.

weiterführende Informationen
Hinweise
Rechtsbehelf
Kurztext

- If you have completed your studies and passed your necessary achievements, you will receive the following final documents: Testimony Transcript of Records (list of all courses taken with grades and ECTS credits)

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	Document Diploma Supplement (declaration on the international classification of the degree) • The documents can be collected by you personally or by an authorized representative or sent by post. • In the case of collection by an authorized representative, an informal power of attorney in the original, a copy of the student's identity card and the identity card of the authorized representative must be presented.
Ansprechpunkt	Contact your university.
Zuständige Stelle	
Formulare	Forms/online services available: no Written form required: no Informal application possible: yes Personal appearance required: no
Ursprungsportal	Hochschulabschlusssdokumente erhalten, Obtaining University Degree Documents