

## FUBiS - Transcript Order & Regulations

- Please note that FUBiS charges a general 20,00 € administrative fee plus 5,00 € for each transcript issued to the student.
- Please complete this form and return it to FUBiS by fax. Please **do not email** it since it is not securely encoded and your data is **highly confidential**. Your credit card will be charged accordingly. This starts the process of issuing your transcript(s).
- Please note that the transcript(s) can be sent to **one address only** (in case of several transcripts they will be sent in individual signed and sealed envelopes).

If filled out by hand, please write in CAPITAL LETTERS and make sure that the form is legible!

## Personal Information

First Name + Last Name:

Home university:

Email address:

FUBiS term and year:

Permanent address and telephone number:

## Transcript Information

Number of transcripts: \_\_\_\_\_

Postal address for transcript(s), **one address only**:

Any further instructions:

## Credit Card Data

Type of credit card (only VISA or MasterCard):

Credit card number:

Expiration date:

Verification code:

Name as it appears on the card:

Credit card's billing address:

*I hereby certify that the information on this order form is correct. I authorize FUBiS to charge my credit card for the transcript fees as listed above.*

**Signature of the card holder:**

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