

FU/BEST Transcript Request Form

Please note the following:

- FU-BEST charges a general 20.00 € administrative fee plus 5.00 € for each transcript issued to the student.
- The transcripts will be produced in-office but must be certified by the university's International Office before they can be mailed. This process **might take up to two weeks**. Mailing to the US might take an additional two weeks.
- Regarding regular mail, please note that we only allow up to four addresses. Please complete a second form if you need us to mail your transcripts to five or more addresses.
- Please complete the form electronically.

Your name: _____ Your email address: _____

Your school: _____ Your FU-BEST semester: _____

Your current address: _____

Type of credit card: VISA MasterCard

Credit card number: _____ Expiration date: _____

Verification code: _____ Name (as it appears on the card): _____

Credit card's billing address: _____

_____ Date

_____ Signature

Total number of transcripts: _____

Postal/Email addresses for transcripts:

Transcript #1:

Transcript #2:

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Transcript #3:

Transcript #4:

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Further instructions (e.g. separate envelopes for each transcript):

Data Protection Notice:

I agree that the personal data provided here will be processed electronically and stored exclusively for the internal processing of the transcript request. I can request the deletion of my data at any time and without citing reasons. I have read the information under <https://www.erggmbh.de/en/datenschutz/2verarbeitung-personenbezogener-Daten1/fu-best/> and accept it.

I confirm that I have filled in all the above information truthfully and give permission to use the credit card information to process the transcript request.

_____ Date

_____ Signature

For Office Use Only

Rng.-Nr.:

Betrag: