

## Please note the following:

For Office Use Only

Rng.-Nr.:

- 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 school:	Your name:	Your email a	ddress:		
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:  Transcript #3: Transcript #4:  Date Protection Notice: agree that the personal data provided here will be processed electronically and stored exclusively for the naternal processing of the transcript request. I can request the deletion of my data at any time and without itting reasons. I have read the information under https://www.erggmbh.de/en/datenschutz/2verarbeitung-personenbezogener-Daten1/fu-best/ and accept it.  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.	Your school:	Your	FU-BEST semester:		
Credit card number:	Your current address:				
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:  Transcript #3: Transcript #4:  Data Protection Notice: agree that the personal data provided here will be processed electronically and stored exclusively for the netranal processing of the transcript request. I can request the deletion of my data at any time and without biting reasons. I have read the information under https://www.erggmbh.de/en/datenschutz/2verarbeitung-personenbezogener-Daten1/fu-best/ and accept it.  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.	Type of credit card: VISA	MasterCard			
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