Creating a grade certificate

technische universität dortmund

Department of Spatial Planning

Einrichtung

To create a grade certificate or an overview of your achievements, go to the **Student Service** segment and choose **Student Service**.

Meine Prüfungsverwaltung ▾

Planner of studies with Module plan   My achievements

Student Service ▾

Student Service   Requests

Unpaid Invoices / Payments Made

Messages ▸

My notifications ▾

Re-registration/Semester Contribution (0)
You dont have any reports so far.

Student Status (1)
There are 1 unread requested reports for you.

General reports (0)
There are no new reports available for you.

Last used ▾

Student Service | Planner of studies with Module plan | Application | Changes to Personal Data | User manual for accessibility | Device administration

↻ Clear history

Contact and information ▾

Information Hotline Student Services
Student Registration Office
Advice & Support
Division of Disability and Studies (DoBuS)
Information on disadvantage compensation
BOSS (Registration and deregistration for examination, Transcript of Records)

Next, choose **Requested Reports / Reports**.

| My courses of study | Contact data | Payments | Requested Reports / Reports |

Degree programs

Bachelor - First degree

Subject	Program Semester	Subject code	Examination regulations version
Spatial Planning	3	Major subject	examination regulations 2012

→ Leave of absence   → Disenrollment   → Veränderungsmitteilung

Once you have reached the Requested reports / reports section, you will find an area on the right where you can create various certificates as PDF files. For a complete grade certificate, go to **Bescheinigungen für Noten und Prüfungen** and select **Notenbescheinigung (alle Leistungen)**.

A window will open with customization options for your grade certificate. **The current semester is selected by default**.

This setting is sufficient to create a **grade certificate including all your achievements thus far**. You do not need to select all semesters individually. With a click on the **"Create PDF" button** you can now complete the creation of the grade transcript.