Universität Basel
Student Services

Universität Basel
Studiensekretariat
Petersplatz 1, Postfach
4001 Basel, Switzerland
T +41 61 207 30 23
www.unibas.ch/studseksupportEN

Order form: Transcript of records
Academic record / replacement documents

Matriculation number: __ __ – __ __ __ – __ __ __

Last name: .....

First name: .....

Address: .....

.....

I would like to order the following documents for a fee from the Student Administration Office:

❒ **Transcript of records – academic record**

German	Quantity:	Total (CHF 10/copy): .....
German with English translation[1]	Quantity:	Total (CHF 10/copy): .....

❒ **Transcript of records**

Semester:	Quantity:	
Semester:	Quantity:	Total (CHF 10/copy): .....

❒ **Additional electronic dispatch – only for students without access to Online Services**

If you do not have access to Online Services, the documents ordered will also be provided via email.
Please enter your email address here:

.....

Date: .....**Signature:** .....

Transcripts of records are provided in electronic (PDF) format in Online Services (see www.unibas.ch/transcriptofrecords). This form is to be used to order paper documents with security features. Academic records will also be made available in PDF format in Online Services.

Please submit this form in person to the Student Administration Office at the University of Basel. The documents ordered will be sent by priority mail upon payment of the processing fee. If you are unable to submit the form in person, please send it (along with the processing fee) to: University of Basel, Student Administration Office, Petersplatz 1, 4001 Basel, Switzerland or go to www.unibas.ch/studseksupportEN and send a support request to find out your options.

[1]This document may contain untranslated academic achievements.
Please contact the relevant department or faculty if you require further information.