LUDWIG-
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LMU

INTERNATIONAL OFFICE

TRANSCRIPT OF RECORDS FOR EXCHANGE STUDENTS AT LMU MUNICH

After completion of the study program at LMU all exchange students will receive a transcript of records in which all grades and ECTS credits are listed. The transcript will not be issued automatically. Each exchange student is responsible for initiating his/her transcript process.

Je nach Fachrichtung ist das Vorgehen hierzu unterschiedlich:

1. **Transcript issued by the faculty / department**
    courses taken predominantly in the following subject:
    *   Medicine
    *   Law

2. **Transcript generated via LSF**
    courses taken in all other disciplines

If you have taken a combination of courses from both of the above groups you will receive two transcripts of records.

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ISSUED BY THE FACULTY

Transcripts for Medicine and Law

The Transcript of Records will be issued by the faculty. Please contact your study manager well in advance:

Medicine	[See MeCuM International → Transcript of Records](#)
Law	Ms. Brigitte Haustein
	Veterinärstr. 5, Room 309
	+49 (0) 89 / 2180 – 2722
	erasmus@jura.uni-muenchen.de

GENERATED VIA LSF

Transcript for courses in all other areas

Students of the following disciplines can generate their transcript via LSF:

- Bioinformatics
- Biology
- Business Studies
- Chemistry, Pharmacy
- Cultural Studies
- Dentistry
- Earth Sciences
- Economics
- History and the Arts
- Informatics / Media Informatics
- Language and Literature Studies
- Mathematics and Statistics
- Media Informatics
- Philosophy and Religious Studies
- Physics
- Psychology and Educational Sciences
- Social Sciences
- Theology
- Veterinary Medicine

Necessary Steps

1. Compile your timetable.
2. Lecturers and/or study managers enter your grades and ECTS credits into LSF.
3. Generate a Transcript of records.

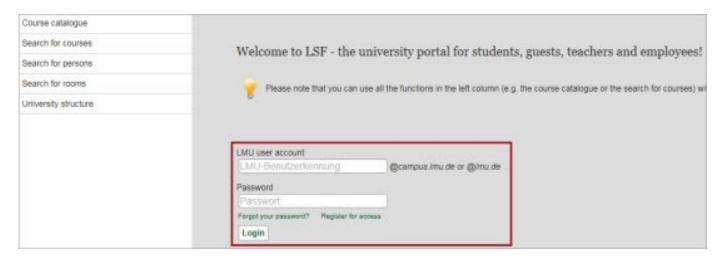On the next pages, these steps to will be described in detail.

How to create your timetable

Creating your timetable via LSF is the basis for your transcript or records. You should compile your timetable after you have chosen which courses you are taking, i.e. after the first couple of weeks of the semester.
If you stay for two semesters, you need to compile your timetable for each semester.

Logging on to LSF

Change the language by clicking **English version** in the top right-hand corner.
Log in at www.lsf.lmu.de with your LMU user account (usually firstname.lastname).

You will then see the page below. Exchange students have to create a transcript ("Notenspiegel") by creating a **timetable** ("Stundenplan") in the first place; to do so, click on the function **Schedules**.
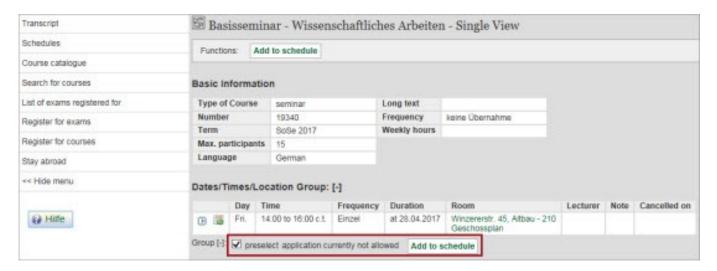
Choose the current semester

Click in the top right-hand corner and select the **semester** in which you are taking courses.

Select your courses

In the function **Search for courses** you can search for and select your courses. At a chosen course tick **preselect** and click on **Add to schedule**.
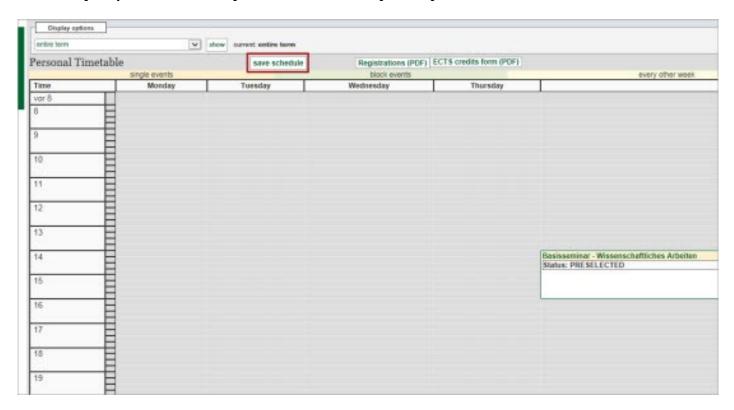
The window with your timetable will then open automatically. Please click on **Save schedule** before continuing to add your next course via the function **Search for courses**.

! **It is very important to save your timetable every time you enter a new course.**

German Language Courses

You have attended a German course in March or September or during the semester at **IUCM** (International University Club München), **DKFA** (Deutschkurse bei der Universität München) or **DUO** (Deutsch-Uni Online)?
The courses with your grades and ECTS points will be automatically added to your transcript at the end of the semester at the latest.

Courses which run over two semesters

It is important that you enter all the courses from the first semester (see above). For the second semester, start again with step 1.1 and create a timetable. Please do not forget to save all entries! In the function **Schedules** you can view all the preselected courses per semester.

You are not taking any courses at LMU

If you have **not taken any courses** during your stay at LMU but have, for example, been doing research for your final dissertation/project or have been doing an internship in a laboratory and you need a transcript, please come to the International Office and bring some form of confirmation of your activities from your **academic supervisor**. A transcript will then be issued without specifying grades and ECTS credits.

LECTURERS AND/OR STUDY MANAGERS ENTER YOUR GRADES AND ECTS CREDITS INTO LSF

Based on the schedule you compiled, **the lecturers** of the courses you pre-selected (and/or registered for) enter grades and ECTS credits into LSF, which will then appear on your transcript of records. Grades and credits can also be entered by study managers (instead of the lecturers themselves), depending on the organisational structures of the respective faculty or department.

GENERATE A TRANSCRIPT OF RECORDS

To have an overview of your current achievements, you can generate a transcript of records (in the form of a PDF document) which lists all the courses you pre-selected (and/or registered for) including grades and ECTS credits.
To do so, click on the function **Transcript** and subsequently the **PDF symbol**.

You can then open and/or save this document which contains information about the semester, maximally available and awarded ECTS credits, grade and status for every exam you have taken.

Please note: the transcript you have generated is valid without any stamp or signature. Should you need a **stamped and/or signed version**, please contact the **International Office**.

If you study Business Studies or Economics, please contact the following persons:

Business Studies	Munich School of Management
	Ludwigstraße 28, Room 07a
	Tel.: +49 (0) 89 / 2180 – 3902
	Ms. Lilli Heininger: heininger@lmu.de
Economics	ISC – Information and Service Center der Wirtschaftswissenschaftlichen Fakultäten
	Ludwigstr. 28, Room 020
	Ms. Rebecca Lühlf: incoming-exchange@econ.lmu.de