

Transcript of records

Requesting your transcript

Your transcript is not issued automatically; **you must request it by email to your Study Administration Office**. You can do this once all your grades are published in myStudies (Autumn Semester: February; Spring Semester: September).¹ Transcripts are sent electronically by default and can be verified online.

To receive your transcript of records, contact the Study Administration Office of your department (contact details are on the following page). Should your home university require a physical copy of your transcript in a sealed envelope directly from ETH, provide the Study Administration Office with the exact address they should send it.

Courses from other institutions

Courses taken at the University of Zurich (UZH) and Language Center of UZH and ETH will appear on your ETH transcript.

Projects

Course units for projects will also appear on your transcript, stating the workload in terms of the number of credits and the grade obtained.

Online verification and grading system

[You can learn more about the online verification and the grading system online.](#)

Mobility studies in your academic record

The results of your mobility stay should be included in your final academic record at your home university. Your home university is responsible for integrating your mobility studies into your academic record.

Universities integrate the results of mobility studies differently into diplomas. For instance, these results might be included in the diploma supplement.

¹ Because you will keep access to myStudies for a few months after your deregistration as a student, you can check if your grades are published. [See the FAQ for more details.](#)

Contact information of the Study Administration Offices

Department	Study Administration Office ("Studiensekretariat")
Agricultural Sciences (D-USYS)	emma.lindberg@usys.ethz.ch , +41 44 632 38 93
Architecture (D-ARCH)	mobilitaet@arch.ethz.ch , +41 44 633 28 84
Biology (D-BIOL)	studies@biol.ethz.ch , +41 44 632 59 42
Biosystems Science and Engineering (D-BSSE)	student-admin@bsse.ethz.ch , +41 61 387 31 21
Chemistry and Applied Biosciences (D-CHAB)	daniel.invernotperez@chem.ethz.ch , +41 44 633 45 80
Civil Engineering (D-BAUG)	manna@stab.baug.ethz.ch , +41 44 633 26 53
Computational Science and Engineering (D-MATH)	studiensekretariat@math.ethz.ch , +41 44 632 43 83
Computer Science (D-INFK)	mobility@inf.ethz.ch , +41 44 633 71 26
Earth Sciences (D-EAPS, formerly D-ERDW)	lehre@eaps.ch , +41 44 632 86 44
Environmental Engineering (D-BAUG)	umwelting@ethz.ch , +41 44 633 71 93
Environmental Sciences (D-USYS)	studentexchange.umnw@usys.ethz.ch , +41 44 633 60 82
Food Science (D-HEST)	ruth.buerkli@hest.ethz.ch , +41 44 632 42 63
Geomatic Engineering and Planning (D-BAUG)	oertle@stab.baug.ethz.ch , +41 44 633 22 79
Health Sciences and Technology (D-HEST)	hst@hest.ethz.ch , +41 44 632 42 26
Humanities, Social and Political Sciences (D-GESS)	benita.cserepy@gess.ethz.ch , +41 44 632 64 66
Information Technology and Electrical Engineering (D-ITET)	info@ee.ethz.ch , +41 44 632 50 03
Management, Technology and Economics (D-MTEC)	msc-mtec@ethz.ch , +41 44 632 88 56
Materials Science (D-MATL)	studies@mat.ethz.ch , +41 44 632 25 20
Mathematics (D-MATH)	studiensekretariat@math.ethz.ch , +41 44 632 43 83
Mechanical Engineering (D-MAVT)	exchange@mavt.ethz.ch , +41 44 632 59 24
Pharmaceutical Sciences (D-CHAB)	ivana.rajkovic@pharma.ethz.ch , +41 44 633 46 77
Physics (D-PHYS)	studies.physics@ethz.ch , +41 632 34 78