

## 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).<sup>1</sup> 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.

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<sup>1</sup> 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")
<b>Agricultural Sciences</b> (D-USYS)	<a href="mailto:emma.lindberg@usys.ethz.ch">emma.lindberg@usys.ethz.ch</a> , +41 44 632 38 93
<b>Architecture</b> (D-ARCH)	<a href="mailto:mobilitaet@arch.ethz.ch">mobilitaet@arch.ethz.ch</a> , +41 44 633 28 84
<b>Biology</b> (D-BIOL)	<a href="mailto:studies@biol.ethz.ch">studies@biol.ethz.ch</a> , +41 44 632 59 42
<b>Biosystems Science and Engineering</b> (D-BSSE)	<a href="mailto:student-admin@bsse.ethz.ch">student-admin@bsse.ethz.ch</a> , +41 61 387 31 21
<b>Chemistry and Applied Biosciences</b> (D-CHAB)	<a href="mailto:martina.albertini@chem.ethz.ch">martina.albertini@chem.ethz.ch</a> , +41 44 633 45 80
<b>Civil Engineering</b> (D-BAUG)	<a href="mailto:manna@stab.baug.ethz.ch">manna@stab.baug.ethz.ch</a> , +41 44 633 26 53
<b>Computational Science and Engineering</b> (D-MATH)	<a href="mailto:studiensekretariat@math.ethz.ch">studiensekretariat@math.ethz.ch</a> , +41 44 632 43 83
<b>Computer Science</b> (D-INFK)	<a href="mailto:mobility@inf.ethz.ch">mobility@inf.ethz.ch</a> , +41 44 633 71 26
<b>Earth Sciences</b> (D-EAPS, formerly D-ERDW)	until July 2024: <a href="mailto:lehre@erdw.ethz.ch">lehre@erdw.ethz.ch</a> , +41 44 632 86 44 from August 2024: <a href="mailto:lehre@eaps.ch">lehre@eaps.ch</a> , +41 44 632 86 44
<b>Environmental Engineering</b> (D-BAUG)	<a href="mailto:umwelting@ethz.ch">umwelting@ethz.ch</a> , +41 44 633 71 93
<b>Environmental Sciences</b> (D-USYS)	<a href="mailto:studentexchange.umnw@usys.ethz.ch">studentexchange.umnw@usys.ethz.ch</a> , +41 44 633 60 82
<b>Food Science</b> (D-HEST)	<a href="mailto:ruth.buerkli@hest.ethz.ch">ruth.buerkli@hest.ethz.ch</a> , +41 44 632 42 63
<b>Geomatic Engineering and Planning</b> (D-BAUG)	<a href="mailto:oertle@stab.baug.ethz.ch">oertle@stab.baug.ethz.ch</a> , +41 44 633 22 79
<b>Health Sciences and Technology</b> (D-HEST)	<a href="mailto:hst@hest.ethz.ch">hst@hest.ethz.ch</a> , +41 44 632 42 26
<b>Humanities, Social and Political Sciences</b> (D-GESS)	<a href="mailto:benita.cserepy@gess.ethz.ch">benita.cserepy@gess.ethz.ch</a> , +41 44 632 64 66
<b>Information Technology and Electrical Engineering</b> (D-ITET)	<a href="mailto:info@ee.ethz.ch">info@ee.ethz.ch</a> , +41 44 632 50 03
<b>Management, Technology and Economics</b> (D-MTEC)	<a href="mailto:msc-mtec@ethz.ch">msc-mtec@ethz.ch</a> , +41 44 632 88 56
<b>Materials Science</b> (D-MATL)	<a href="mailto:studies@mat.ethz.ch">studies@mat.ethz.ch</a> , +41 44 632 25 20
<b>Mathematics</b> (D-MATH)	<a href="mailto:studiensekretariat@math.ethz.ch">studiensekretariat@math.ethz.ch</a> , +41 44 632 43 83
<b>Mechanical Engineering</b> (D-MAVT)	<a href="mailto:exchange@mavt.ethz.ch">exchange@mavt.ethz.ch</a> , +41 44 632 59 24
<b>Pharmaceutical Sciences</b> (D-CHAB)	<a href="mailto:ivana.rajkovic@pharma.ethz.ch">ivana.rajkovic@pharma.ethz.ch</a> , +41 44 633 46 77
<b>Physics</b> (D-PHYS)	<a href="mailto:studies.physics@ethz.ch">studies.physics@ethz.ch</a> , +41 632 34 78