

Transcript of Records (ToR) – very important information

? What is the Transcript of Records (ToR)? Who receives it?

The ToR is an official document that lists all the credits you have earned at Philipps University. It serves to ensure that your home university recognizes these credits.

Erasmus program and Erasmus Partnercountries students always receive a ToR. Freemovers and Overseas students can receive a ToR if their home university or they themselves require it.

📄 How do I get a ToR?

There are two ways to receive your transcript:

- Either the International Office will issue it for you (via Mobility Online),
- or you can download it yourself from Marvin.

You cannot choose the option yourself. Which option applies to you depends on several factors. Below, we explain how it works.

Who can get the ToR via MARVIN?

You can get a ToR via MARVIN if all of the following apply:

- You are an Erasmus, Erasmus Partnercountries, Freemover, Overseas or MO:VE student (MO:VE not in Department 06).
- You are enrolled in Departments 02, 09, or 19 and started your exchange program in Winter Semester 2025/26 or Summer Semester 2026.
- You are enrolled in Departments 03, 06, or 10 and started your exchange program in Summer Semester 2026.
- You have registered for ALL courses/exams in MARVIN (courses from the Language Centre and online language courses for MO:VE are excluded – no registration in MARVIN is required for these).

➔ Does this apply to you? Then please continue reading under *Option 1: “Transcript of Records via MARVIN”*.

Who receives the ToR via Mobility Online / the International Office?

The ToR will be issued by the International Office if at least one of the following points applies:

- You are not enrolled in Departments 02, 03, 06, 09, 10, or 19.
- You are a MO:VE student in Department 06.
- Your exchange program in Departments 02, 09, or 19 started before Winter Semester 2025/26.
- Your exchange program in Departments 03, 06, or 10 started before Summer Semester 2026.
- Course/exam registration in MARVIN was not possible (Courses at the Language Centre and online language courses for MO:VE are always excluded – no registration in MARVIN is required for these).

➔ Does this apply to you? Then please continue reading under *Option 2: “Transcript of Records via Mobility or the International Office”*.

Option 1 – “Transcript of Records (ToR) via MARVIN“

Prerequisite:

- To receive your ToR via [MARVIN](#), you must register for ALL exams via the online portal - courses/exams offered by the Language Center and online language courses for MO:VE are excluded.
- If you are unable to register via MARVIN, please check with your [Departmental Coordinator](#) to see if registration via the online portal is really not possible.

Here's how to do it:

1. *Transcript of Records from MARVIN*

- You can download your ToR yourself from MARVIN.
- There is a German and an English version.
- The ToR contains a table with the grading system that your home university needs to recognize your credits.
- The ToR contains a verification code that your home university can use to check the authenticity of your document online.

You can generally access this in the “My Studies” → ‘Services’ section. In the [ILIAS-Gruppe Marvin-Anleitungen](#) (ILIAS group Marvin Instructions), you will also find the video „Transcript of Records selbst herunterladen“ (“Downloading your Transcript of Records yourself”). Where exactly? You can find step-by-step instructions below:

Repository > Philipps-Universität Marburg > integriertes Campus Management (iCM) > Marvin-Anleitungen

Marvin-Anleitungen

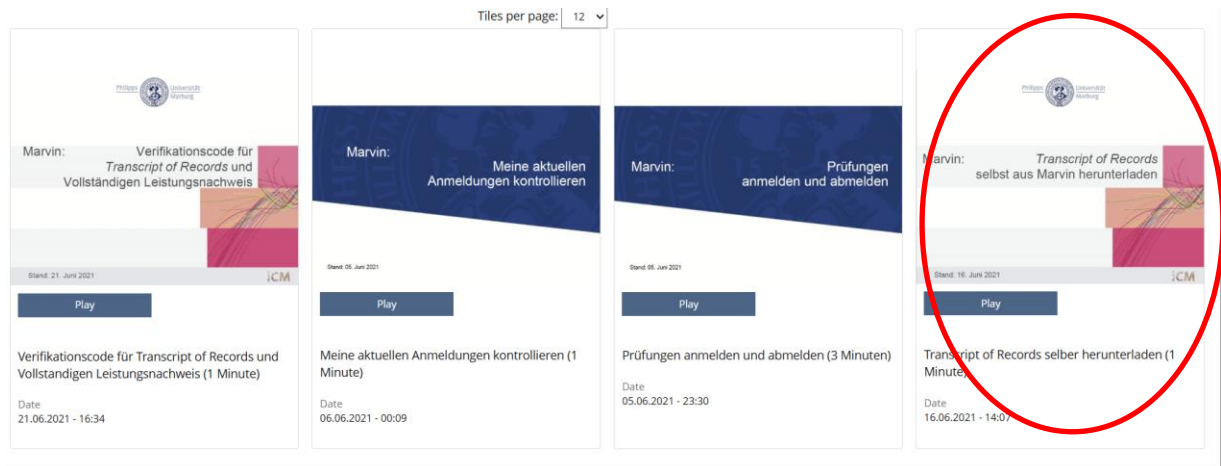
Hier finden Sie Anleitungen und Videos zu Marvin.

Content Info Unsubscribe from Group

Sie finden hier alle Marvin-Anleitungen.
Im oberen Bereich liegen Ordner mit Text-Anleitungen, unten finden Sie viele Erklärungen und Tipps als Videos.
Die Beschreibungen der Neuerungen in den verschiedenen Marvin-Versionen beschränken sich auf die wesentlichen Änderungen; so werden z.B. kleinere Anpassungen der Oberflächen bzw. des Designs (wie Farbgebung, Icons u.Ä.) nicht berücksichtigt.

Opencast

- ▶ Anleitungs-Videos für Prüferinnen/Prüfer, Lehrende und Prüfervorteilnehmerinnen/Prüfervorteilnehmer
Hier finden Sie Anleitungs-Videos zu Marvin (Notenerfassung für Prüfungen, Datum und Note für Hausarbeiten, Eingeben von Anwesen...)
- ▶ Anleitungs-Videos für Studierende
Hier finden Sie Anleitungs-Videos zu Marvin
- ▶ English language tutorial videos for students
English language tutorial videos
- ▶ Praxis-Anleitungen für Prüfungsbüros



2. Certificates from the University Language Center

The [Language Center](#) and [online courses for MO:VE](#) students are not part of MARVIN. Therefore, it is not possible to register for courses and exams via the online portal, and these credits do not appear in the ToR via MARVIN.

At the Language Center, you can earn credits for the following offerings:

- Language courses (pre-semester preparation or during the semester)
- Language tandem
- Self-study in the self-learning center

As a MO:VE participant, you can earn ECTS credits for the following online courses:

- DaF language courses (German as a Foreign Language)
- You will receive a separate certificate for each completed achievement (e.g., per course).
- The certificates are bilingual (German/English).
- You will receive the certificates directly from the Language Centre or – if you are a MO:VE student – from the International Office.
- The certificates contain a table with the grading system that your home university needs to recognize your credits.

3. Sending to your Home University

Now it's your turn! Send the following documents in a single email to your home university:

**The ToR from MARVIN +
the certificates from the Language Centre or online language courses for MO:VE.**

Important!

- Send the email to the correct email address at your home university. Check in advance who should receive the ToR and who is responsible for recognizing your credits.
- Failed courses cannot be deleted from the ToR.
- The ToR in MARVIN is continuously updated as new grades are entered. Send it only when all your courses and grades are complete.
- Never send a preliminary ToR, as this can cause problems with recognition.
- Two weeks after the end of the semester (semester end: March 31 or September 30), if you are no longer a student at the University of Marburg – i.e., after your exmatriculation – you will no longer have access to MARVIN. In this case, you can request your ToR via email from the [Examination Office](#).

Are you not sure whether you can download your ToR via MARVIN or whether it will be issued via Mobility Online or the International Office? Then please contact your [departmental coordinator](#) of your faculty in Marburg.

Contact persons and ILIAS group

Who can help you if you have questions or problems with the ToR from MARVIN?

- Marburg [Examination office](#) of your department in Marburg
- [Departmental coordinator](#) of your department in Marburg

Where can you find instructions and videos for MARVIN?

- In the [ILIAS-Gruppe Marvin-Anleitungen](#) (ILIAS group Marvin instructions)

Option 2: “Transcript of Records via Mobility or the International Office”.

Prerequisite:

- In order to obtain your ToR via Mobility Online, i.e., via the International Office, it must NOT be possible to obtain the document with ALL courses from MARVIN. This applies if you did not register for your courses/exams in MARVIN. Courses at the Language Centre and online language courses for MO:VE participants are excluded.

💡 Tip: If registration via MARVIN does not work, please first check with your departmental coordinator to see if registration via the online portal is really not possible.

If you cannot obtain your complete document via MARVIN, the International Office will create the document from [Mobility Online](#).

On the [International Office](#) website, you will find all the important information, explanations, and step-by-step instructions, as well as a checklist.

⚠️ Important!

- If your ToR must be issued via Mobility Online or the International Office, you must carefully follow the instructions and complete all required steps in Mobility Online by 31 May or 30 November at the latest. If you miss this deadline, you will no longer be able to receive a ToR afterwards. Therefore, please read the information on the International Office website carefully at the beginning of the semester.

Are you not sure whether you can download your ToR via MARVIN or whether it will be issued via Mobility Online or the International Office? Then please contact your [departmental coordinator](#) of your faculty in Marburg.

📞 **Contact persons and website**

Who can help you if you have questions or problems with the ToR from Mobility Online?

- International Office: transcript@verwaltung.uni-marburg.de
- [Departmental coordinator](#) for your department in Marburg

Where can you find instructions on the ToR procedure in Mobility?

- On the [International Office](#) website.