

## Transcript of Records (ToR) – very important information

Are you ...?

- ... enrolled in the School of Business and Economics, German Studies and Art, or Geography (02, 09, 19) starting from the winter semester 2025/26?
- ... enrolled in the Department of Social Sciences and Philosophy, History and Cultural Studies, or Foreign Languages and Cultures (03, 06 (except MO:VE), 10) starting from the summer semester 2026?

There is important news for you regarding the ToR. We have changed our procedure and would like to inform you about it here.

### ? 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, Overseas and MO:VE students can receive a ToR if their home university or they themselves require it.

### 🔄 What is changing?

The ToR will no longer be created via the Mobility Online program or the International Office, but via MARVIN. However, this only works under certain conditions:

### ✅ Who can get the ToR via MARVIN?

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

- You are enrolled in departments 02, 03, 06, 09, 10, or 19.
- You began your exchange program in the winter semester 2025/26 (for Departments 02, 09, 19).
- You began your exchange program in the summer semester 2026 (for Departments 03, 06, 10).
- You have registered for ALL exams via MARVIN (Language Center courses are excluded - no registration via MARVIN is required for these).

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

✘ Who will continue to receive the ToR via Mobility, i.e., via 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.
- Your exchange program already began in the summer semester 2025 (for departments 02, 09, 19) or earlier.
- Your exchange program already began in the winter semester 2025/26 (for departments 03, 06, 10) or earlier.
- It was/is not possible to register for exams via MARVIN (courses at the Language Center are always excluded - no registration via 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 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.

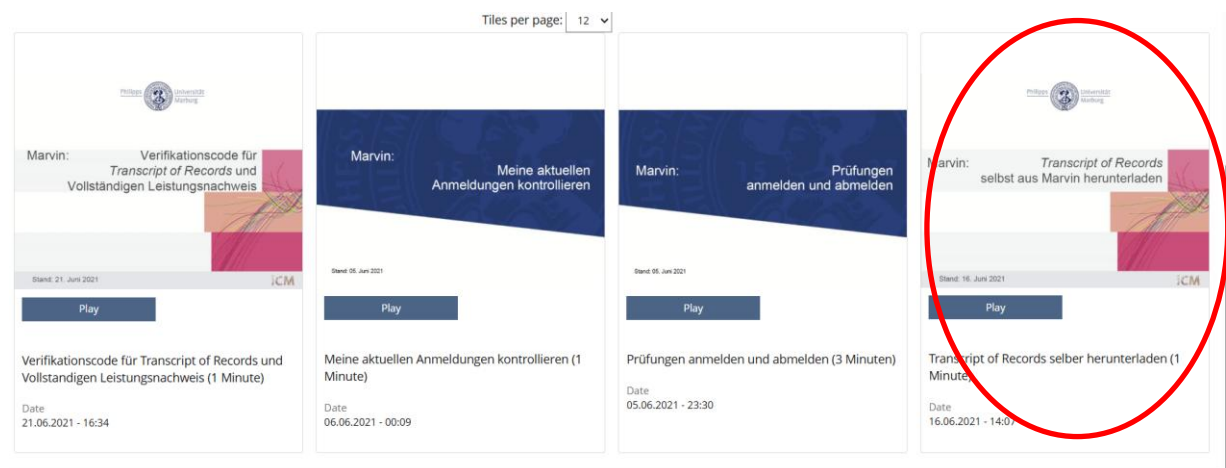
Content Info Unsubscribe from Group

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 Prüfervvertreterinnen/Prüfervvertreter  
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](#) is 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
- 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 at the Language Center.
  - 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 Center

### ⚠ 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](#).

## **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 – courses/exams from the Language Center are excluded. This can happen, for example, if you did not register for the exams through MARVIN.  
💡 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 you need the ToR via Mobility because it is not possible via MARVIN, please be sure to inform your departmental coordinator by email. This is a prerequisite for the International Office to be able to create your document.

### 🔗 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](mailto: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.