

FREEMOVER WELTWEIT, OVERSEAS, MO:VE students
CHECKLISTE Digital Learning Agreement/ Transcript of Records

What do I have to do?

1. Bevor courses start	Create Belegliste (Course list)	
	Have I discussed the courses in advance with my departmental coordinator?	<input type="checkbox"/>
	Have I entered all courses into Mobility Online?	<input type="checkbox"/>
2. During the semester	Up-to-date Belegliste (Course list)	
	Have I submitted all changes to my course list in Mobility Online?	<input type="checkbox"/>
	Submit Belegliste (Course list) bevor May 31/November 30	
	Have I clicked on " <i>Submit courses (Transcript of Records) binding</i> "?	<input type="checkbox"/>
	Have I clicked on " <i>I hereby confirm that I have completely added all courses for my transcript. After sending this confirmation, I can no longer change courses in Mobility-Online</i> "?	<input type="checkbox"/>
3. At the end of courses	My grades	
	Have I told my instructor to notify my departmental coordinator immediately about my participation and grade?	<input type="checkbox"/>
	Have I sent the certificate of my language course (Sprachenzentrum) to my departmental coordinator?	<input type="checkbox"/>

What does the UNIVERSITY have to do?

4. At the end of courses	Enter the grades in Mobility	
	Has my departmental coordinator received my grades and entered them into Mobility Online?	<input type="checkbox"/>
5. Up to 5 weeks after the end of the semester	Transcript of Records	
	Has the International Office created my Transcript of Records and sent it to my University and me?	<input type="checkbox"/>

This checklist is just a brief summary. More information can be found at

[Transcript of Records - Studying at UMR - Studying - Philipps-Universität Marburg \(uni-marburg.de\)](https://www.uni-marburg.de/en/studying-at-umr/transcript-of-records)

Do you have any questions? Send an e-mail to elisa.saresera@verwaltung.uni-marburg.de