



Request for Transcripts and Certificates

a. If you have only clinical internship (practical training) in Cologne **please fill out this form and bring us to the office 5 in two weeks advance.** (or throw it in our mail box next to the door)

At the end of your internship you need to bring the following document, signed & by the doctor who is responsible for your traineeship: “Famulaturzeugnis” or “PJ-Bescheinigung”; <http://medfak.uni-koeln.de/internationaldocuments.html>

b. It is important that you write us in two weeks advance, so your document will be ready to be handed over on the day of your departure. (Friday-mornings to pick-up for departures on Saturday and Sunday) At the latest on that day, you must bring us your *Famulaturzeugnis* or *PJ-Bescheinigung*.

c. You can receive it only on the last day of your internship and in exchange to your original “Famulaturzeugnis”/”PJ-Bescheinigung”.

d. “PJ-Bescheinigung” is to be filled by medical students in their 6th year. Everyone else should please use the form “Famulaturbescheinigung”.

e. We can gladly send it to the address provided from you. We have to disclaim any reliability on postal services. If you can’t pick up your certificate, due to plane tickets or other reasons, we can only guarantee you a PDF. Only in this case please write the postal address here: _____

f. If you need a grade for your home-university, then please remind this to the responsible doctor. The doctor can give you a grade, written on the same document but signed and sealed extra.

g. For some of you, especially for Erasmus-Students the day of arrival and the day of departure are really critical for your final financial installment. As prospective medical doctors and colleagues, we trust you to fill it out carefully, and correctly as the rest of the information. As in point “b.” and “c.”; please let me know the day of your planned departure because you can only receive the prepared transcript on this day or later, but not earlier and it will be also written on your certificate. (Only exception is departures on holidays)

h. All of your documents will be cross-checked (inclusive learning agreements, Timetables, Blockpraktika-Seals, Exam-Results and Internship-Placements)

i. If you are an exchange student, visiting lectures and having exams at our faculty, **please bring this form directly after you have written your last exam.**

g. Before requesting a transcript/certificate to be handed over, please wait until all of your exam results are online and declared to ZIBMed. Before that happens, it is not possible to receive your transcript. You might have a special case or need your transcript for graduation. Though there are some parameters we cannot take influence on; neither declaration of the exam results nor the postal services.

I have read and acknowledged the information and the following information is complete and correct.

Name: Surname, name
Date of birth: __.00.1900
Place of birth: xxxx
Home University: University of __ / (____ Medical University)
Day of Arrival: 00.00.2016/17

Day of departure: 00.00.2017

Title of Course "Fachblock":

Title of Course "Querschnittblock":

Practical Training (Famulaturen/PJ):

Department: _____	Dates: 00.00.2010 - 00.00.2010
Department: _____	Dates: 00.00.2010 - 00.00.2010
Department: _____	Dates: 00.00.2010 - 00.00.2010
Department: _____	Dates: 00.00.2010 - 00.00.2010

Do you need grades on your internship? (Point "a." must be provided) __ja __nein

Name Surname

Signature

Date