

Freie Universität Berlin European Studies Program (FU-BEST)
Malteserstraße 74-100, D-12249 Berlin

vertreten durch/ represented by
ERG Universitätsservice GmbH
Malteserstraße 74-100, Haus S
D-12249 Berlin

Dr. Dirk Verheyen
Dr. Kristina Rödder
Academic Directors

Telefon +49 30 838 – 56582

e-Mail fubest@fu-berlin.de
URL www.fubest.org

FU-BEST Transcripts Order & Regulations

- Please note that FU-BEST charges a general 20.00 € administrative fee plus 5.00 € for each transcript issued to the student.
- By sending in the completed form, you agree that the credit card will be charged accordingly.
- The transcripts will be produced in-office but have to be certified by the university's International Office before they can be mailed. This process might take up to two weeks. Mailing to the US might take an additional two weeks.
- Please note that we only allow up to four mailing addresses. Please complete a second form if you need us to mail your transcripts to five or more addresses.

Please print legibly!

Your name:

Your school:

Your e-mail address:

Your FU-BEST semester:

Your permanent address and telephone number:

Type of credit card (only VISA or MasterCard):

Credit card number:

Expiration date:

Verification code:

Name as it appears on the card:

Credit card's billing address:

Signature and Date:

Number of transcripts:

Postal addresses for transcripts:

Transcript #1:

Transcript #2:

Transcript #3:

Transcript #4:

Any further instructions (e.g. separate envelopes for each transcript):

Total Amount charged to credit card (for office use only):