



Verification of the electronic Transcript of Records

Step 1: Visit the Student Administration Office's website for the verification request and choose "I am not matriculated at UZH" in the contact form: www.students.uzh.ch/en/administration/email.html

UZH for Students

Semester Enrollment • Booking Modules • Summary and Transcript of Records • Administration • Support Online Services

- Change of Address and Personal Details
- Change of Degree Program and Subject
- Leave of Absence and Suspension of Matriculation
- Withdrawing from the University
- UZH Card
- Contactform Student Services**

Contact Form Student Services

Written requests to Student Services (Student Administration Office, Admissions Office, and other offices) must be submitted using the contact form.

Your request will be processed as soon as possible.

To the form

Please select the right form for your request:

- I am matriculated or employed at UZH (students in Bachelor's, Master's, PhD, or continuing education degree programs; in the degree program Teaching Diploma for Upper Secondary Education; mobility students; staff)
- I am not matriculated at UZH (prospective students, auditors/non-matriculated students, etc.)

Continue

Quick Links

- Forgotten Shortname/Password
- Application and Admission
- Semester Enrollment

Holidays Student Administration Office and Admissions Office

The Student Administration Office and the Admissions Office will be closed on the following dates:

- Tue, 01.05.2018, Labor Day
- Fri, 04.05.2018, System maintenance
- Thu, 10.05.2018, Ascension Day
- Fri, 11.05.2018, Ascension
- Mon, 21.05.2018, Whit Monday
- Wed, 01.08.2018, National holiday
- Fri, 02.11.2018, System maintenance

Summerbreak*

Sat, 14.07.2018 until Sun, 28.07.2018

Step 2: Fill in your details in the request.

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Your Request

Fields marked with * are compulsory

Sender

Title *

First name *

Last name *

Date of birth

E-mail *

Phone

Message

Subject *

Description *

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Summerbreak*

Sat, 14.07.2018 until Sun, 28.07.2018

* Urgent inquiries may be submitted via contact form.

Christmas / New Year 2018/19

Sat, 22.12.2018 until Wed, 02.01.2019



Step 3: Choose the subject "Verification request" and input the description of your request. Please either enter the document number located at the very bottom of each page of the transcript in the description or upload the transcript in question directly underneath the description.

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Your Request

Fields marked with * are compulsory

Sender

Title * [Please select]

First name * [input field]

Last name * [input field]

Date of birth [input field]

E-mail * [input field]

Phone [input field]

Message

Subject * [Verification request]

Description * [Could you please verify the transcript of records of our student who was on exchange at UZH during fall semester 2017? Transcript of Records No.: XXXXXXXXXXXXXXXX]

Remaining characters: 1840

File attachments (max. 7 attachments)

Add file Cancel upload Delete file

UZH_ToR.pdf 10.89 KB [delete icon]

Cancel Reset Send

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Step 4: Send the form. You will receive a confirmation e-mail for your request.

Step 5: You will receive a reply to your verification request from the Student Administration Office.