# Directions for generating a Transcript of Records

1. Log into PSSO via https://psso.th-koeln.de with your CampusID and matching password. If necessary switch the language to English on the top right corner.



2. Select "Administration of Exams".
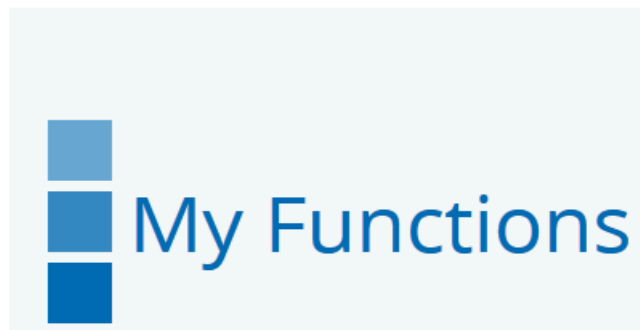


3. Select "Academic Records".

4. Select "Degree XXX". Thereupon another sub-item with the name of the study program, you are enrolled in here at TH Köln, should show up. Please click on the information icon to continue.
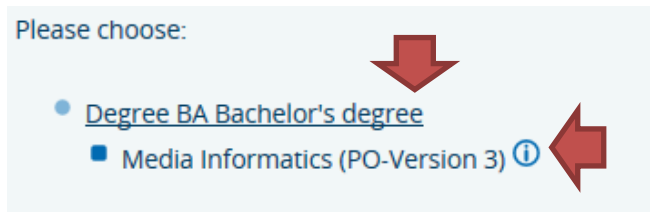


5. You can select between different options of Academic Records/Transcripts of Records. To open the Transcript of Records please click the PDF icon. The different options will be explained below.



We recommend downloading the following two documents:

1. **Transcript of Records (English):**
   The "Transcript of Records (English)" will only show all passed academic achievements connected to your enrolled study program.
2. **Transcript of Records – Courses from other Programs (English):**
   For exchange students it is very likely to have passed academic achievements outside of your enrolled study program. If you passed any academic achievements outside of your enrolled study program these will be listed in this document.

Other options available:

1. **Academic Record (all assessments):**
   Shows all passed and failed academic achievements. Registrations for a course or examination will not be listed in this document.
2. **Academic Record passed assessments only (not for submission to other universities):**
   Shows only passed academic achievements, but also states, that this document may not be submitted to other German universities. As this could irritate your home university, we recommend submitting the document "Transcript of Records (English)" instead.
3. **Academic Record – Courses from other programs:**
   Shows all academic achievements not connected to the study program you are enrolled in. This will also include failed achievements.
4. **Academic Record (for submission to other universities):**
   If you registered for a course or examination via the Office of Student in PSSO and the grade is still pending, these registrations will also be listed, in addition to failed and passed achievements, in this document.