

Exchange Students

Before you Leave

Farewell from the University of Münster!

We hope you have enjoyed your stay in Münster and that you have had an exciting and successful exchange so far!

Since the end of your stay is coming closer, we have compiled some useful information for you on the following topics:

(1) Transcript of Records (ToR)

(2) Certificate of Attendance/Departure

(3) Going home

Please don't hesitate to contact us with any further questions!

Yours,
Exchange Student Service (ESS)
University of Münster

Important Dates

End of courses	24 July 2026
End of semester	30 September 2026



Checklist...



(1) Transcript of Records (ToR)



The **Transcript of Records** is the official document which contains your credits obtained at the University of Münster:

<https://www.uni-muenster.de/InternationalOffice/en/formulare.html>

Scan for TOR



At the end of the semester, your lecturers will fill in a “**Schein**” (= confirmation of the grade and ECTS you obtained in a certain course). Should you want us to sign the ToR, please make sure all Scheine **have the university seal** next to the **lecturer's signature**. If your coordinator signs the ToR, no seal is required.

Please fill in the document and send it per e-mail as a Word document with the original “Scheine” to your faculty exchange coordinator or us for signature .



Note: This information is only relevant for faculties that do not have their own online-system for transcripts. ToRs for the following faculties **cannot** be issued by the International Office: Economics, Law, Medicine, German Studies

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(2) Certificate of Attendance/Departure



The Certificate of Attendance/Departure is the corresponding document to the certificate of arrival, which we signed at the International Office after your arrival.

Before you leave, please come to our office, and we will issue your certificate. Bear in mind that we can only sign the certificate a **maximum of 3 days prior to your departure date** – therefore please plan your visit to our office accordingly. Should you leave a considerably long time after the end of the official exam phase (e.g. end of February, March), please bring **proof** that your stay in Münster was mandatory until that date (e.g. proof of exam date, proof of term paper deadline)

Note: We will only certify the period you had to stay at the University for academic reasons, not the complete period you are in Germany (e.g. holidays after your exams).



(3) Going home



When your study period ends, we would like to remind you that you **have to give notice of your departure** to the city council of the city that you registered at (in Münster it is Amt für Bürgerangelegenheiten, Klemensstraße 10). You also have the option to do this online via <https://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/abmeldung#>

Please don't hesitate to contact us should you have any further questions or concerns!

We wish you all the best for the upcoming exams and your future studies!



Important phone numbers

Fire Service and Ambulance: 112

Police: 110

Doctors' Emergency Service: 0251 / 116 117

Taxi: 0251 / 60011

Find Emergency Numbers: <https://www.muenster.de/notdienste.html>

Find a doctor in your neighbourhood: <https://www.kvwl.de/arztsuche>

Contacts



International Office - Exchange Student Service

Administrative Support:

Schlossgarten 3 (Botanicum)
Room 204 (Entrance A)
48149 Münster
Tel. +49 251 83-22113
admin.ess@uni-muenster.de

Social Support:

Schlossgarten 3 (Botanicum)
ISL (Entrance C)
48149 Münster
Tel. +49 251 83-22229
social.ess@uni-muenster.de

ERASMUS Münster e.V.

Instagram: [@erasmusmuenster](https://www.instagram.com/erasmusmuenster)

Language Centre

Bispinghof 2B
48143 Münster
spz.uni-muenster.de

Accommodation/Canteens

Studierendenwerk Münster:
stw-muenster.de

City Deregistration (in Münster)

Stadthaus 1
Klemensstraße 10
48143 Münster

Foreigners' Registration Office (Non-EU)

Stadthaus 2
Ludgeriplatz 4
(Entrance Südstraße)
48151 Münster

Imprint

Universität Münster

International Office

www.uni-muenster.de/international/incoming/austausch/index.html

03/2026, information subject to change

