

## **SUMMARY OF ACADEMIC RECORD INSTEAD OF TRANSCRIPT** **edited by the former United States Information Service at the U.S.** **Embassy Berne**

U.S. institutes of higher education ask the applicant to send in a so called "transcript". A "transcript" is a computer printout issued by the university or college, which the student attends, and describes the lectures, courses, seminars etc. the student participated in, the name of the professor, the number of hours per week, the requirements and grades received. In the United States universities issue these transcripts themselves. This is not customary in Switzerland, therefore, you should offer to send the proposed "Student Reported Summary of Academic Record" to the American university.

- a) Create and complete a "Summary of Academic Record" form (see example attached) for each semester, list all courses that you actually attended (include lectures) in the following manner: title of the course, type of course, hours per week, professor's name, course requirements, grades.

Please enclose for every semester survey:

1. A copy of the relevant page of your book of course attendance certificate (Testatbuch)
  2. Copies of all semester certificates
  3. English translations of the certificates
  4. A short description of the lectures and seminars attended in English
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- a) Add all reports and certificates (Matura, Intermediate diploma, Diploma, etc.) in the form of an authenticated copy and translation. If the U.S. university does not explicitly ask for a licensed translator, you may translate them yourself. The stamp of the university, which should also be on the "Summary of Academic Record", usually suffices as authentication.
  - b) A description of the course of studies in your field and of the examination requirements based on the exam regulations in English would be very helpful for the admissions officer who needs to classify you. Point out which requirements you have already fulfilled (including date).

Please use a typewriter to complete all application forms.

## Translations:

### Art der Lehrveranstaltung (type de cours)

Vorlesung (cours-conférence)

Einführungs- / Grundkurs  
(cours d'introduction/de base)

Übung (exercice)

Proseminar (séminaire de base)

Hauptseminar (séminaire principal)

Oberseminar (séminaire pour  
étudiants avancés)

Tutorium (cours de préparation)

Praktika (cours pratique)

Repetitorium (cours de préparation  
aux examens)

Grundstudium (cours de base)

Hauptstudium (cours pour  
étudiants avancés)

Wochenstunden (heures hebdomadaires)

### Leistungsnachweise (prérequis)

Klausur / Schriftliche Prüfung  
(examen écrit)

Abschlussprüfung

(examen de fin d'études)

Mündliche Prüfung ( examen oral)

Referat (exposé)

Seminararbeit (mémoire de séminaire)

Hausarbeit (travail personnel)

Note (note obtenue)

### Type of Course

Lecture

Attendance not controlled,  
no grade awarded

Basic Course

introductory lecture

Exercise / Section

accompanies lecture course

Basic Seminar

prior to intermediate examination

Advanced Seminar

after intermediate examination

Advanced Seminar for degree candidates  
taken in preparation for the thesis and  
final examination

Tutorial

Practical

Examination review course

Basic (undergraduate) studies

Advanced (graduate) studies

Hours/week or semester/hours

### Course requirements

Written examination

Final examination

Oral examination

Seminar report

Seminar paper

Term paper

Grade

When translating your grades don't transfer them into the U.S. system (A-F). Refer to the much stricter grading system in Switzerland. Comment the verbal translation of your grade (see following suggestions), if it is not a literal translation.

6	excellent	(seldom achieved)
5,5	very good	(given less frequently than the American "B" grade)
5	good	(considered a good result and does not correspond to the American "C" grade)
4	sufficient	
3	deficient	(fail)

passed (successfully)  
attended (regularly)  
certificate of attendance

**Tip:**

It is a well-known fact that depending on the field of study grading varies in strictness. It would be very helpful if your field of study could comment on the average grades received in one year in percent. Ask for a list of examination results (statistical comments on the examination results) that shows what kind of status a single result has compared to the others. This is especially important if you received a "5". You have to show that you are part of the top third to prevent that you are evaluated as a "C" in the U.S. Graduate students in the U.S. are expected to finish their undergraduate studies with a "B".

FOREIGN EDUCATIONAL CREDENTIALS REQUIRED  
FOR CONSIDERATION OF ADMISSION TO UNIVERSITIES AND COLLEGES  
IN THE UNITED STATES

<u>COUNTRY</u> : Switzerland (154)	<u>REQUIRED CERTIFICATES, DIPOMAS, AND DEGREES</u>	<u>REQUIRED DOCUMENTATION</u> Certified copies of required certificates, Diplomas, and degrees, plus the following (with certified English translations):
Admission to:		
I. Undergraduate (postsecondary)		
A. Freshman (1 <sup>st</sup> year)	- Maturitätszeugnis/Certificat de Maturité/ Attestato di Maturita *	- Certificate listing subjects and marks earned
	- and marks earned Maturita Cantonale	Kantonale Maturität/Maturité Cantonale/ - Certificate listing subjects
	- subjects and Handelsdiplom/Diplome de Commerce	Primary School Teaching Certificate: - Certificate, plus record of marks earned
	- subjects and (earned after 3-4 year program)	(Vocational) Certificate of Proficiency - Certificate, plus record of marks earned
	* Some of these programs represent Grade 13 in the academic track and may yield transfer credit following an analysis of individual course content and the quality of the achievement.	
B. Transfer (possible advanced credit)	- Brevet d'Enseignement Primaire Vordiplomprüfung II/Examen Propédeutique II	- Certificate, plus record of subjects and marks earned
	- (University) Certificates/Diplomas for Lower Secondary Teaching	- Certificate, plus record of subjects and marks earned
	- Akademisch-Technischer Assistent; Bachelor in Theology	- Certificate, plus record of subjects and marks earned
	- Ingenieur HTL/Ingenieur ETS; Architekt HTL/ Architecte ETS	- Certificate, plus record of subjects and marks earned
	- Diplôme du Centre International de Glion; Diplôme Ecole de Bibliothecaires	- Certificate, plus record of subjects and marks earned
	- Diplom für Sozialarbeit/Diplôme d'Assistant Social	- Certificate, plus record of subjects and marks earned
C. Unclassified/Special	- Any of above applicable	- As applicable
I. Graduate (advanced degree work)		
A. Master	- Upper Secondary Teacher Credentials	- Record of courses and marks earned
	- Licence/Lizentiat (earned after 3-4 year program)	- Record of courses and marks earned
	- Diplôme d'Ingenieur/Diplom Ingenieur	- Record of courses and marks earned
	- Diplôme d'Architecte; Forstingenieur (ETH)	- Record of courses and marks earned
	- Zeichenlehrer/Maître de Dessin	- Record of courses and marks earned
B. Ph. D.	- Doktor (earned after 1-2 year program)	- Record of courses and marks earned

- Diplom in Journalistik/Diplôme en Journalisme

- Record of courses and marks earned

C. Unclassified/Special

- Any of above applicable

- As applicable

Note: Certificates or diplomas received from all related vocational/technical/professional programs not listed above should be submitted, as they are essential for consideration of admission.