CERTIFICATES AND TRANSCRIPTS

1. Certificates

A personal file is kept for each student which, in addition to the application and correspondence, also contains all forms and information relevant to the student's course of studies (petitions etc.).

Official documentation takes place in Columbia where a student's "account" is maintained electronically. This includes the courses taken, the student's grades and the average grade. Each student receives access information to his/her account at the beginning of studies and can access relevant information as well as grades.

Upon request, the Student Services will issue certificates of enrollment, student ID cards, certificates of attendance and other certificates.

2. Transcripts

Students can download an **unofficial transcript** themselves at any time via their personal study account on my.ciu.

A student may request an **official transcript** from CIU-USA which lists all courses and grades (for a small fee). Request can be made at

https://www.ciu.edu/transcripts

3. Graduation / Application for a Diploma

In all programs, the following conditions apply to the granting of the academic degree:

- All parts required for the program are successfully completed in content and scope.
- Minimum GPA is reached.
- Maximum time allowed for completing the degree is not exceeded.
- All invoices are paid in full.

Diplomas are printed at CIU three times a year. The issuance must be requested separately (all dates and forms are found in Moodle Lounge).

Although advisors assist students in planning their courses of study, it is the student's responsibility to ensure that all requirements for graduation have been met.