

# Appendix A

## Email Etiquette Document

Figure A.1: Email etiquette document sent to the incoming students

### Email Etiquette for Erasmus students

Most of your contact with staff before and during your time at Charles University will be through email.

Communication has changed rapidly in recent years and most of us are used to using informal methods to communicate (such as social media, instant messaging, and texts). However, the tone and register used in emails at work or university is different and should be more formal.

Graduate employers and university staff appreciate students who use a polite, clear email style. Emails which sound professional leave a better impression and get a quicker, more detailed response. Badly written emails which express impatience or ignorance will annoy or confuse the recipient. Additionally, the email tone used at University may be more formal than you are used to, and this should also be taken into account when corresponding with staff here.

Because your email correspondence says a lot about you both personally and academically, we suggest all students pay attention to their tone and style when emailing staff (academic and administrative). Below is a brief list of some dos and don'ts that we hope will help.

### Starting and finishing your emails

- **Do** make sure your e-mail includes a polite greeting and closing. This helps to make your e-mail not seem demanding. Especially with your first email, **do** start with a polite address, i.e. 'Dear Dr. Evans'
- **Don't** begin emails in an overly familiar way, e.g. 'Hey John', 'Dear Dr John Smith' (makes your addressee sound like a department store...), 'Hiya You', 'John Smith, hello', 'Good Day!', etc.
- **Do** pay attention to the recipient's name and title (including the spelling of names). For a university, these include: Prof, Dr, Mr, Mrs, Ms, etc. Getting details like this correct shows that you have not rushed the email and it shows respect.
- **Don't** address a senior academic by their first name unless you are on familiar terms with them or they have told you that you can use their first name. Usually, if someone signs off with both their first and family names, this is an indication of formality, and you should reply by addressing that person with their title and surname. Equally, if someone signs off with *just* their first name, they are probably inviting you to call them by their first name (if in doubt always err on the side of formality).
- **Don't** sign off in an overly familiar way, e.g. 'Jonno-Boy', 'Jonno xx'
- **Do** end your emails with 'Thank you,' 'Sincerely,' 'Best regards', 'All the best', even 'Cheers' or 'Thanks' if you're using an informal style.

### Style and tone

- **Do** be polite and respectful, and use good judgement. Polite and courteous emails are often dealt with more quickly and efficiently.
- **Don't** send emails that sound rude, abusive, or demanding, or make unnecessarily personal remarks.
- **Do** be patient and allow some time for a response. In busy times it might not be possible for a response to be sent. Remember, staff often receive up to 100 emails a day.
- **Don't** bombard a person with emails, especially at weekends when members of staff will be out of their office.
- **Do** think about the content of the message before you send it: ask yourself if the answer to your question involves information that could be found online.
- **Do** try to send a message of thanks or acknowledgement when appropriate.

*Source:* Charles University, Faculty of Arts.

# Appendix B

## Two Hundred Analysed Emails

Dear FN,

As I get all my credits ( 61 ECTS) to end up my year in Charles University, I would like to ask you to send me the final grades record in order to transfer it to my home coordinator.

Thank you, Best regards,

FN LN

Dear FN LN,

can you send me my transcript of records? I was in Erasmus for the winterterm 2015/16. Thank you.

Best,

FN LN

Dear Mrs LN,

All my grades are uploaded in the SIS now, and so I would like to apply for the copy of the Transcript of Records please.

Thank you in advance,

FN LN

Dear FN,

When I saw you on Thursday, you asked me to send you an e-mail in order to get my transcript. This is done by now :)

Thanks a lot and best regards !

FN

Dear FN

My name is FN LN I am a student from the [University]. I studied at Charles University from February the 8th, until June the 30th 2016. I was an Erasmus student. I am writing to you in regards to my transcripts, as I have not yet received them. I am extremely concerned because a lot of my friends from other Universities have all received their transcripts. Therefore I am curious as to why I have not. It is extremely important for me to have these, as my University need them in order for me to progress onto my Next year to study at the [University]. I only have four weeks left until my semester starts, and at the moment my place for my third year is not confirmed due to the fact that I have not received my transcripts. Thus, it is important my University has these.

I hope you can help me in this situation,

Sorry for an inconvenience

Kind Regards, FN LN ([University])

Charles student number - [Student number]

Good afternoon,

All my grades are on the SIS so I was wondering if you could send me the transcript of record ?

Best regards,

FN LN

Dear Sir or Madam,

I have all my grades from both my Erasmus semesters now, including the grade from the ECES programme and would like to ask you for the official transcript of records. Thank you in advance.

Kind regards

FN LN

Hi,

I have recently completed all of my modules and so could you please send me my transcript of grades. All of my grades have been uploaded into the system

Thanks,

FN

Dear FN LN,

I need the transcript of records in paper version with an original stamp.

Please send it as soon as possible to the following address

[Address]

Thanks a lot.

Best regards,

FN LN

Dear Bc. LN,

I'm writing you this email because all my grades are now in the system if you could send me the academic records so i can tranfer it to my home university.

Kind regards, FN LN

Dear Mrs.LN,

In order to conclude my inscription in my new university for the next year, I need an official document which proves that I obtained all my credits this year. Do you know how I can do to have my Bachelor document ? Thank you by advance. Have a nice day

Dear Ms LN,

all the grades and credits from my courses are now uploaded in the SIS! Do I have to do anything else to apply for the Transcript of Records?

Best wishes,

FN LN

Hi FN

I hope you are well!

I just wanted to let you know that my home university has been asking for my transcript recently. I was just wondering if you knew when I would be likely to receive it? I studied at Charles University Prague from September 2015-June 2016, my home university being the [University].

I was told I would be receiving an email copy, but my host university would also like you to send the original to this address:

[Address]

Dear Mrs. LN,

I wanted to let you know that all my courses are already graded and uploaded in the SIS. Is it possible to send the transcript directly to my home university?

Kind regards,

FN LN

Dear Ms LN,

As we discussed today, I wanted to know if I could get my transcript of records of the winter semester tomorrow.

Thank you.

Sincerely,

FN LN.

Dear Mrs LN,

I still didn't get my Transkript of Records. I just wanted to know if you have received my last e-mail. My student-number is: [Student number]

Kind regards,

FN LN

Dear Ms. LN,

I would like to apply for the copy of the Transcript of Records with this e-mail. All my grades are uploaded in the SIS and a couple of weeks ago I saw them also uploaded on the ECES page, even though for some mysterious reason I cannot log in on that page anymore at the moment. Will grades for both programmes be featured on the same Transcript on-records or on separate ones?

Also, I did an intensive Erasmus Czech language course at the beginning of the semester and got a separate certificate for that one. I put into my Learning Agreement, but since the course is shown on the SIS, I assume it also won't be part of the Transcript of Records. Is this a problem or is it sufficient if I just hand in the Transcript of Records and this certificate separately to my home university?

Finally, I will stop by in your office today for a signature under my final Learning Agreement and the Certificate of Departure, I hope that is fine.

Thank you and best regards,

FN LN

Hi,

I was an Erasmus student and I have been home for some months now. I was wondering if it would be possible to have my transcripts please so I can progress on to my final year at university.

Student Name: FNLN

Student Number: [Student number]

Kind regards,

FN LN

Hello,

Please could you email me and my home university [University] my transcript as I need it before I can start my final year on the 18th of September.

Thanks,

FN LN

Dear FN LN,

I contact you to find out how to retrieve my transcript. Indeed all my grades are on the website of the university but I would need an official document.

Moreover I was wandering if it is possible to send my grade transcript to my place?

thank you for your time and your help.

Best Regards,

FN LN

Dear FN LN,

Could you send me by email the transcript of my results of the two semesters when you have time to do it please?

Thanks by advance,

Best regards,

FN LN

Hello,

I have finally all my result of my semester in Charles University. Can you send me the official transcript of record ?

Best regards,

FN LN

Hi FN

I hope your summer is going well. I was just wondering if you could possibly send me my transcript? Or let me know who I go email for it.

Thank you,

FN LN

Dear FN LN,

I have all my grades on SIS system now, so i would need my transcript of records sign buy you.

Thank you very much,

Kind regards,

FN LN

Sent from my iPhone

Dear FN

I'm so sorry for the delay in this response, but I've been travelling all summer and have just arrived at home where my forms and bags etc were sent at the beginning, I'm about to send over my departure forms, but I was desperately wondering whether I was still able to recieve my grade transcript for the year this late? I've had no help from my home university and really struggling to get everything sorted!

Many thanks and apologies

FN LN

Good afternoon,

I write just to say say that I have all my marks. So what I have to do now ?

Thank you

Best regards,

FN LN

Dear FN

Can I apply for the transcript of my student records to send back to my home university?

Best Wishes,

FN LN

Hello FN , I've now received all of my grades back for my modules. Would it be possible to receive my end of year transcripts for my Erasmus + coordinator?

Many thanks

FN LN

Dear Ms. LN,

Could you send me my transcript of records and the one of FN LN, please?

You could send both to my email-adress. Just in case there are any data

privacy regulations, FN's email-address is [Email address]. And please, send us the original documents, too. The postal address of our home university is: [Address]

Thank you very much! We had a really nice stay at Charles University.

With kind regards,  
FN LN (and FN LN)

Hello,

I finished all my exams and I need my transcript of record.

Cordially  
FN LN

Dear FN LN,

thanks again for your help with the certifications for my university. I have just went to my Institute for transferring my grades with the transcript and got the news, that I need the original to show them and that the scan is not enough. Would you mind send me the transcript and the confirmation for ECES for FN LN to my address in [City]: [Address].

Thanks again for your help!

Yours sincerely,  
FN LN

Hello,

I am emailing about getting a copy of my transcript of records since all my grades are now on the SIS system.

FN

Dear FN

I have now completed and received all grades for my modules in Prague please could you send me my transcript.

Many Thanks  
FN LN

Good afternoon Ms LN,

since yesterday all grades are listed in the SIS. However, two of them are wrong. FN LN ([Course]) as well as FN LN ([Course]) must've written you an e-mail by now that instead of a C I have an A in both classes. So before the Transcript of Records is send to my home university it is necessary to correct the grades.

Furthermore, my de-registration is set for the end of march. Therefore, it is quite important to receive the Transcript in time. Thank you very much for your effort!

With kind regards,  
FN LN

Dear Ms LN,

I'm writing you to ask when the Transcript of Records will be sent to me since my home university is asking for it until the end of September.

Best regards  
FN LN

Hi FN

I have received my final grades for all my classes and would ask if it would be possible to pass my transcript on to my home university.

Kind Regards,  
FN LN

Dear FN

Okay, thank you for telling me this. I apologise for the inconvenience and I am sorry for not contacting sooner, it has been a stressful couple of months. Can I still receive my transcript for the classes that I have completed?

Regards  
FN

Dear Mrs LN,

Is it possible to receive my transcript of grades (by e-mail), so I can complete my Erasmus survey and receive my scholarship ? (I have only one course which is not validated but, I won't validate it anyway, since I validated 94 ETCS) I hope Prague is as sunny as Paris right now,

Best regards,  
FN LN

Dear Ms. LN,

I would like to apply for the copy of my Transcript of Records as I can see all of my results in the SIS now. I don't need the printed version for my home faculty, so a PDF would be enough.

Kind regards,  
FN LN

Dear Mrs. LN,  
just wanted to let you know that all my grades have been uploaded on the SIS platform. Thus my transcript of records can be prepared and queued.  
With kind regards, FN LN

Hey Mrs. LN,  
i need an Example of my Transcript of Records. Just an E-Mail would be perfect!  
Thanks and best wishes.  
FN LN

Dear FN,  
Since I received all my grades for the courses, I would like to apply for the copy of the Transcript of Records.  
I just need the transcript sent per email not via regular mail.  
There is just one small inconsistency: regarding the welfare state course, the transcript from the SIS says "Z" which means "passed" but the teacher graded those who needed a grade (including me).  
In the "summary of exam results" the result even shows "C" with a small question mark next to it that says, I got grade "A" out of A-B-C-D-fail.  
I already wrote the teacher about this issue and he said "It is a mistery to me why you do not have the A (or a 1) in the transcript. I honestly do not know. If you have been in contact with someone from the administration, try to ask them or connect me to them so that we can solve this."  
Can you help here?  
Thanks in advance!  
Best regards  
FN LN

Dear Ms. LN,  
my grade and credits are uploaded in the SIS so I would like to apply for a copy of my Transcript of Records. Please do not be surprised that there is only one grade in the system. The other courses I only attended without taking an exam, still it is important that they are listed on the transcript.  
Best regards,  
FN LN  
Number of Matriculation: [Student number]

Dear Ms LN,

since today my results in SIS and ECES are complete, so I would like to apply for a copy of my Transcript of Records.

Thank you!

Kind regards

FN LN

Dear Ms LN,

I just received my last grade from my previous Erasmus term and would kindly like to ask you to send me a Transcript of Records.

Kind regards,

FN LN

Hi FN

Can I please get my transcript of records now all my results have been finalised.

Thanks in advance

FN

Dear FN

Would it be possible to obtain my transcript of marks from my time in Prague?

Thanks,

FN LN

Sent from my iPhone

Dear Ms LN

My final grades have now all been submitted into SIS. I was wondering if it was possible to get a signed/official copy of my transcript emailed to me?

Unfortunately I left Prague a few days ago, so I can't come and get it in person. Is this possible?

Best,

FN LN

Dear FN

I am emailing you to inform you that all of my results are now complete on the on-line information system. As a result, I am now seeking a copy of my Transcript of Records whenever that may be possible. If it could be emailed to me directly that would be great, as my home university requires that I submit it to the international office in person myself.

Kindest regards,  
FN LN

Dear FN  
Can I request an official transcript for my time here on Erasmus?  
Best,  
FN LN  
Sent from my iPhone

Dear Miss LN,  
i just finished my Erasmus Semester in Prague and want to let you know that all my marks are in the System already. How can i get my Transcript of Records? Do i have to do something or can you send it to me by mail?  
Thanks in Advance.  
Kind Regards,  
FN LN

Dear Ms LN,  
All the results are now on the system, can I have the transcript of records please?  
Best regards,

Dear FN LN,  
Can you send me by email my transcript of records from the 1st semester.  
Thank you  
Kind regards,  
FN LN

Dear FN  
I can't find the email I was supposed to reply to in order to request my transcript of results. However, I have a completed transcript now so would it be possible for it to be forwarded to my home university. ([University])  
Many thanks,  
FN LN

Dear Ms LN,  
Now that I have all my grades in the SIS, will you please send me my transcript of records?  
Thank you very much.

I wish you a happy summer holiday.

Sincerely,

FN LN.

Dear FN

I am writing this email to ask if you could send my grade report for the summer semester and then I will be able to forward it back to my home university

Kind Regards

FN LN

Dear Ms LN

I am writing to you because my home university is requesting my transcript for last semester at Charles but I am not sure how I can access or request it, could you point me in the right direction?

Many thanks,

FN LN

Hi,

Do you think you might be able to send me my transcript? I have received all of my grades for the year. Alternatively, do you know where I can get a copy of my transcript?

Thank you for your time.

FN

Dear Mrs. LN,

As all your grades and credits from both graded and ungraded courses are uploaded in the SIS, is it now possible to have my Transcript of record issued ?

Thank you in advance,

Yours faithfully

FN LN

Dear Ms. LN,

I'd like to ask you for my Transcript of Records of the last semester.

Kind regards,

FN LN

Dear Mrs. LN,

all my exam results are uploaded in the SIS. So could you please send me my transcript of records? I think a scanned PDF should be enough.

Thank you in advance!

Best regards

FN LN

Dear Mrs LN,

I am sending you this e-mail because I saw that all my results were uploaded on the SIS.

Best regards,

FN LN

Dear Madam,

I hope you spend very enjoyable holidays.

Would that be possible to send my transcript of records at my personal address ? I still haven't required it yet, I hope it is still possible to do so !

[Address]

Thank you again for your kindness all along this year, it was a true pleasure to live in Prague and to study at the Faculty of art.

Very best regards,

FN LN

Good morning,

All my notes are available , can I have my transcript of records ?

Thanks you for all

Greats regards

FN LN

Dear Mrs LN,

The last results are now on SIS. Can you please send me the last document I need to send to my coordinator in France?

Thank you very much,

FN LN

Hello,

I have not yet received my transcript for my year at Charles University, if possible could you let me know when I can expect to receive it - or if it is already available online, where I can find it.

Many Thanks,

FN LN

Dear Ms LN,

I finally received all my grades. I am sorry for the delay.

Best regards,

FN LN

Sent by Outlook for Android

Dear FN

My university has lost the copy of my transcript with my results on which I need to move on to the next academic year, is there any possibility that Charles University can send an electronic copy to this email address, [Email address] It is very important and don't know what other way that can obtain the results, any help would be greatly appreciated, Thank you very much.

FN LN

Dear FN

I have received all of my grades for this and semester and was wondering if you could send my grades to my home university.

Thanks,

FN LN

Dear Ms. LN,

I would like to be sent my transcript of records as all of my grades have been updated in the system.

Thank your for your time, kind regards,

FN LN

Dear FN LN,

I would like to apply for my Transcript of Records of my courses listed in the online information system (SIS) AND of the two ECES courses I took.

Below I added a list of the courses I need a Transcript of. Thanks a lot.

[Course]

[Course]

[Course]

[Course]

[Course]

Best regards,

FN LN

Dear Ms LN,  
thank you for sending me the transcript of records. It would be very kind if it would be possible to send me a printed copy as well. Please send it to the following address: [Address].

Thank you for your effort.

Kind regards

FN LN

Hi FN

Would you be able to let me know about my transcript of results and if this is sent by Charles University or by me to my sending institution - [University]. My year abroad coordinator will need to have this by mid August and I am unsure whether this has been sent or not.

Regards

FN LN

Dear Ms. LN,

I wanted to ask when the Transcript of records will be send to me. I read in another email, that on the first of September they will be send out, but to this point I haven't got one.

I would glad to hear from you about that.

Best Regards

FN LN

Dear Miss LN,

all my credits, I mandatory need for the Transcript of records, are uploaded now in the system, except the intensive language course I made.

Kindly regards

FN LN

Dear FN

My transcript of records has just become available on SIS (ID: [Student number]). My home university have requested a copy of this to be sent to the following address:

[Address]

email: [Email Address]

I will be very grateful for you forwarding my transcript to my university so that I can go through to the next year of my degree. Thank you.

Kind regards,

FN LN

Dear Miss LN,

I would like to inform you that I got all my grades and credits in my SIS system, so can you please now issue the transcript of records so I can submit all my documents to my home coordinator. My student number is [Student number].

Best regards,

FN LN

Dear LN,

I am currently gathering all the documents I need for the applications to the different masters I am applying to. Among them, I am asked to provide my transcript of grades of the first semester of this year. This is mandatory and I would need it as soon as possible since some of the due dates are in the middle of May.

Thank you in advance.

Best regards,

FN LN

Dear Ms LN,

I was in Erasmus during the first semester and i finnaly have all my grades in the internet system. I thus need them for my home university. Is it possible to send me the original transcript to my personnal adress please ? [Address]

Best regards and thank you,

FN LN

Mrs. LN,

Like it is said below, I answer to this e-mail in order to have my transcript of record. All of my results are uploaded now on the website. My sending university coordinator have told me to send all the papers as soon as possible.

Kind regards,

FN LN

Hi FN

Would it be possible for you to send me a copy of my transcript? I totally forgot that I needed one and my university are looking for it.

Kind regards,

FN LN

[Student number]

Dear Ms LN

I have to send my official transcript of records to my home university and I am not sure if I have received it. Could you please send it to me ?

Best regards,

FN LN

Good morning,

I'm writing to you because I receive my marks from the Faculty of art and Famu, I'm a French [Degree] student. Can you send me or to my school [University] the official paper for the marks. Thank you,

Best regards,

FN LN

Dear Ms LN

I have all my Erasmus grades on the Sis, is it possible to have a paper with them and with the equivalence in French notation ?

Best,

FN LN

Good morning FN

Could you please send me my transcript of records as soon as you can ?

Thank you,

FN LN

Dear Mrs LN,

now that all my grades are in the SIS system I'd like to ask you to send me my Transcript of Records. I did not take the exam in the Czech Language Course because I could not get it acknowledged at my home university. So it is alright that there is no grade provided for it.

My adress changed as well. It is now:

[Address]

With kind regards,

FN LN

Dear FN,

Please can you Tell me when and where I'll receive my final paper with all my results to give it to my univerty and validate my year ? I've had all my grades in Prague

Best regards

FN

Dear Ms LN,

I would like to pick up my Transcript of Records tomorrow during the office hours, since all my courses have been booked already. Would that be possible?

Best wishes,

FN LN

Gesendet mit Telekom Mail – kostenlos und sicher für alle!

Dear FN,

Regarding to my summer term at the Charles University, I am writing to ask you if you still need any paper as I did not have all the marks when I left.

Thank you,

Kind regards,

FN

Dear FN

Can I please have a transcript send to me as soon as you can as my grades are now all in the system.

Thank you,

FN

Dear Mrs LN,

I need the original document of the Transcript of Records in order to get the courses approved for my academic performance.

Could you please send me the original and stamped document to my address by post?

My current address is:

[Address]

Thank you in advance, FN LN. Dear FN

I was an Erasmus student who studied at Charles University during the winter semester. I was wondering how do I apply for an official transcript of records? My results are available on SIS CUNI but my home university says I need an official transcript from Charles University.

Kind regards,  
FN LN.

Dear Mrs. LN

I hereby kindly inform you, that all my grades have been uploaded in the SIS.

Have a nice day and best regards  
FN LN

Dear FN LN,

I checked my SIS and wanted to let you know that all my results are complete now.

Would you please send the Transcript of Records to me and I will forward it to my home university.

Thanks in advance and kind regards  
FN LN

Student number: [Student number]

Dobry den,

since today I have all my credits and grades uploaded in SIS (apart from the EILC course of Czech Language and Czech Culture. Don't know if it's even possible to upload the credits for this course in SIS?) and because of that I wanted to ask for the copy of my Transcript of Records.

Hezky den and kind regards,  
FN LN

Dear FN LN,

I passed all my exams and all the results of my subjects are registered in SIS. Hereby I would like to apply for a copy of the transcript of records of my subjects.

Kind regards,  
FN LN

Dear Mrs. LN,

All my grades and credits are uploaded in the SIS and the results of my ECES classes from the first semester were hopefully sent to you. It would be great if I could receive the transcript before the 31. July as this is the deadline of my Erasmus coordinator. In case you are sending it by post as well, my current address is [Address]. Thank you very much.

Yours sincerely

FN LN

Dear Mrs LN

You sent me my transcript of records yesterday, however, one of my grades was changed today. Can I ask you therefore to send me the new version of my transcript of records?

In advance, I thank you,

Best wishes,

FN LN

Dear Mrs. LN,

all my grades etc. are uploaded in the SIS. So it would be great if you could create my transcript of records.

Best regards

FN LN

Hello FN

I attended Charles University last semester as part of the Erasmus programme. My home university requires an official transcript of records/results that should be signed and stamped. is it possible for you to email or mail these to me?

Kind regards,

FN

Hello,

I received all my grades on the SIS system, can you send me the summary of my grades?

Thank you,

Best,

FN LN

Dear FN LN,

I have all my results since today. How the procedure of transcript is working?

I applied for master, and I'm taken in the university I want if I can justify that I have my bachelor diploma before the 30th of June. I hope it will be okey, that all the procedure (including in my home university) will be done by this date.

Regards,  
FN LN

Der Miss LN,

I asked at my university and they need also the paper version. Would you maybe send it to :

[Address]

Thanks a lot in advance.

Kind Regards,  
FN LN

Dear Ms. LN,

I would like to apply for my transcript of records as I just got the grade for my last paper.

Thank you for your help!

Kind regards  
FN LN

Dear Mrs. LN,

Now, all grades in the SIS are complete.

Please send zur Transcript of Records to my Adress:

[Address]

Thank you for your kind Support

The Semester at your University was a Great Experience!

Best regards  
FN LN

Dear FN LN,

I am sending you this email to tell you that all my results are in the SIS. So can you prepare my paper?

Have a nice day,  
Best regards,

FN LN

Dear Mrs LN,

I received all my grades on SIS, could you make the transcrip of records for the winter and summer semester ?

Best regards,

FN LN

Dear Ms LN,

my home university asked me for the Transcript of Records. They need it to the 31th of march.

When I will get the Transcript of Records?

Kind regards,

FN LN

Dear Mrs. LN,

I have just seen that all my results are completed at the SIS, so I wanted to apply for the copy of the Transcript of Records.

Thank you and best wishes,

FN LN

Dear FN

I'm emailing to request a transcript of my results- I have thirty credits worth, made up by four Charles University classes and one ECES program class.

Many thanks,

FN LN

Dear Mrs LN,

Thank you very much for you help in solving my problem with the SIS.

When could I come to your office to get my transcript of records, as well as your signature for other documents?

Best regards,

FN LN

Dear Ms LN,

thank you for sending me a scan of the Transcript of Records. My advisors at the [University] told me that I also need the original version of the Transcript of Records to get the credit points. Is it possible for you to send

it either to the International Office of [University] or to me? My postal address is:

[Address]

Thank you very much for your help!

Kind regards

FN LN

Dear Ms LN,

many thanks for your answer.

My University needs a hard copy version until the 31th of march.

Please send it to this address:

[University]

Many thanks for your help.

Kind regards

FN LN

Dear FN

Could you send me my academic transcript please with all of my grades for both semsters?

Thanks,

FN LN

Dear FN LN,

now finally all professors put the marks into the SIS, so I can ask for my transcript of records (FN LN, Erasmus student for one year at faculty of Arts, [Student number]). I have also finished one ECES course for [Course] in the summer semester and was told that you can add it to my transcript, because it is not appearing for me in the SIS.

Now FN LN didn't answer to my mail as she seems to be out of office and then this week the office in the faculty of arts is closed.

So the European Office gave me your address. As this is unfortunately my last week in Prague, I need to ask you to please send me the transcript via email.

I also need a signature for my departure from the university, I would send a scan on monday. Can you sign, scan send it back via email as well?

Thank you so much for your help!

Yours sincerely

FN LN

Good afternoon,

My teacher finally put my last grade in the SIS. So could you please send me the transcript of records?

Thank you in advance,

FN LN

Dear Mrs. LN

I will be back in Prague starting tomorrow if me coming directly to the office can help for the certificate of departure and the transcript of record. If it is easier for you, please let me know when to stop by.

Best Regards,

FN LN.

Hello,

I had an Erasmus program for the 2015-2016 year. My home university ask me my results of my exams with a paper of Charles university. I gave them the screen of my results in SIS website, but it's not enough... Is it possible to have a paper, more "official" ?

My name is FN LN, I came from [Country] from [University], in [Degree].

Thank you.

Hello Mrs LN,

I want to apply for the copy of the Transcript of Records. I have passed my courses and all my grades and credits are uploaded in the SIS.

Kind regards

FN LN

Dear FN LN,

I hereby apply for the Transcript of Records from last semester (Feb – Jun 2016) I kindly ask to consider the mark in the comment section of the course “[Course]” by Ms. LN as I need my courses to be graded.

Kind regards

FN LN

Dear Ms LN ,

I have to apply for master degrees and there are asking me to send my grades of the 5th semester.

Is it possible for you to send me a provisional transcript of records just for the first semester of this year?

Best regards,

Dear FN,

I was just writing in order for you to create and send me my transcript.

Best Regards,

FN LN

Dear Ms LN,

I took lessons during the first semester at the Charles University, then I am wondering when I will receive my school report. I need it as soon as possible for my registrations for next year and to send to the Erasmus scholarship. Do you know when I will receive it?

Thank you in advance,

Kind regards,

FN LN

Dear Madam LN,

I send all my grades and credits I receive on the SIS. Can you provide me the transcript of record?

I also make the Czech Intensive course. Can you integrate it at my transcript of record?

Best regards,

FN LN

Hello FN

I have just received my final grade from summer semester at Charles.

Would you be able to send my final transcript to Stirling University now I have all my results?

Much appreciated,

FN LN

Dear Ms. LN,

I am letting you know that all my grades and credits are now uploaded in the SIS, and I would therefore need my transcript of records as soon as possible, as it is required for the payment of my mobility benefit.

Thanks a lot in advance.

Best regards,

FN LN

Hello,

I've received all my grades in the IS system, but am now in England. Is it possible to receive a copy of my final transcript? Thanks

FN

Dear FN

would it be possible to receive a transcript of my grades or should I come to the office to pick it up?

Thank you,

Kind Regards

FN LN

Dear Mrs. LN,

i've spend the WS15/16 at the Charles University with the Erasmusprogram. For the acknowledgement of my achievements at the [University] I need an original version of my transcript of records with signature and stamp. Would it be possible to send it to me as soon as possible?

My postadress:

[Address]

Thank you very much!

Kind regards,

FN LN

Hello,

my grade is inserted. Could you send me the Transcript these days? Thank you very much!!

Kind regards,

FN LN

Dear FN

I hope you are well. I have finally received all my grades on the CIS, please may I now have my transcript of records?

Kind regards and best wishes,

FN

Get Outlook for Android

Dear FN

Apologies for the slight lateness. I have been working in London and haven't had much time to look at my emails.

I was hoping to get a copy of my transcript of records in order to finish the final pieces of paperwork.

Thanks very much

Best Wishes,

FN LN

Dear FN

I have received all of my grades online on the SIS system. Would it be possible for you now to send me a copy of my completed transcript of results.

Kind Regards

FN LN

Hello Mrs. LN,

I would like to know if it's possible to have a transcription of my grade of the first semester. And if it's possible to get the paper at your office.

Cordially

FN LN

Dear Mrs LN,

I am FN LN, erasmus+ ,student from [University (Country)], I send you this email to tell you that all my courses are passed on the system and that my transcript of records can finally be done,

have a nice day, kind regards,

FN LN

(Erasmus+ student from [University, Country])

Hello FN

I hope you are well. The Erasmus team at my university [University] have requested an academic transcript of my marks from my year of study in Prague, if you could please provide this to either myself or my Erasmus Office [Email address] and the original copy, if available, to be sent to [Address], it would be greatly appreciated.

Thank you very much for your help,

FN LN

Dear FN LN,

unfortunately, I did not receive my Transcript of Records until now. I'd like to ask you to send it to me via email or mail, address below.

If there are any problems concerning my Transcript of Records, please let me know so I can take care of it.

Best wishes,

FN LN

([Student number])

Address:

[Address]

Email: [Email address]

Dear Madam,

As I told you in the beginning of the week I would like to have my results of the first semester.

You answered it would probably take two weeks. I come again to you just to be informed of that. Because I really need these results by the end of May.

I am looking forward to hearing from you.

Best regards,

FN LN

Mrs LN,

I'm an erasmus student in Charles University in History and I passed all my exams. Is it possible to have an official document, like a gradebook, for all my notes that I could send for my masters ?

Thank you very much,

Kind regards,

FN LN.

Hello,

I have all my grades it is possible to have my transcrit of grades.

Thank you

FN LN

Dear Ms LN,

thanks a lot for the fast response! I would like to ask you to send it at the following adress:

[Address]

Thanks a lot and all the best,

FN LN

Dear Mrs LN,

I have now received all my grades, is it possible to get my transcript of records?

Thank you very much,

Best regards,

FN LN

Dear FN LN,

I would like to get my transcript of records as I know have all may courses passed.

But I also passed another course in the ECES-Programm. When would it be good to pick up my transcript of records?

Best regards,

FN LN

Dear FN

I have received all of my grades, can you please send me a copy of my transcript?

Kind regards,

FN

Good afternoon,

I would like to have my transcript of records please because I have all my grades.

Best regards,

FN LN

Dear FN LN,

I received the last mark for my courses in Charles University now and so I'm asking for my Transcript of Records.

Thank you very much!

Kind regards

FN LN

Hello FN

I received today the grade that was missing.

Is it possible that you send me the paper for the conversion, with all my final grades?

I hope you see what I mean,

Thank you very much,

Sincerely,

FN.

Hello, I was an Erasmus student last year and my grades have finally been input into the SIS system, can you send me an email of my transcripts as my university needs them?

Many thanks

FN

Dear Ms. LN,

All my results are complete in the SIS, so I would like to ask you for a transcript of records.

By the way: I spent a wonderful semester in Prague, thank you!

Best regards,

FN LN

Dear Ms LN,

Is there a way that I could receive my transcript of records? I know it has been sent to my university but I would also need it to show it to another department.

With kind regards,

FN LN

Dear FN

I have now received all my results on SIS, please could you email my Transcript of Records as soon as possible?

Thank you very much,

FN LN

Dear Ms LN

My teacher just added the grade, i think my transcript is complete now.

Best,

FN LN

Hello,

I am contacting you today because I am applying for masters.

I was wondering what was the way to get my grade from SIS to a paper so I can add it to the files I am sending them.

Thank you for your help and time,

Sincerely,

FN.

Dear Ms. LN,

I would love to receive this transcript as a paper. The address of mine is :

[Address]

Best regards and thank you very much, I had a very nice time at your

University :)

FN LN

Dear FN

I am writing this email to you in order to request the transcript of records as all my grades for the year are now entered in the system.

With thanks and best wishes,

FN LN

Dear FN

I have now received all of my grades in the SIS and would like to request a transcript of my exam results. My department are currently in the process of signing and sending my Learning Agreement so that should be with you shortly.

Thanks very much,

FN LN

Dear FN LN,

I send you this email concerning my semester validation. Since I had many problems with different courses, I could not get all my marks. For instance, one of the teachers did not want to give me a mark for an essay because she said it was terrible. So I tried to ask for help and if I could do anything to obtain it but it was in vain.

Therefore, I would like to know if you could give me all the marks in my transcription of records, even if they are failed ones (4). I just need this to prove to my French coordinator that I have been attending the courses. I need this only not to owe my scholarship back and I dont need it to pass it since I know that I have failed it.

Best regards,  
FN LN

Dear FN LN,  
All my results are completed in (SIS). Could you please send me the transcript of records.  
I will bring you the certificate of departure next week.  
Kind regards  
FN LN

Dear FN LN,  
I would like to apply for the copy of my Transcript of Records, because all the results of my courses are uploaded in the SIS now.  
Greetings,  
FN LN

Dear Miss LN,  
Today i received the transcript via post but it's the old one. Would you send the new one to the same address again please?  
Thanks!  
Kind regards,  
FN LN

Dear madam,  
I have all the grades available in my SIS, how does it work to get the transcription of the grades?  
Kind regards,  
FN LN, [University]

Dear Mrs. LN,  
since today, all the grades for my courses that I participated during this summer semester in Prague are listed on SIS. Therefore, I would like to request You to send me the Transcript of Records to this address:  
[Address]  
My student's ID number is: [Student number].  
Thank You so much for Your help and have a good week!  
Best wishes,  
FN LN

Dear Madam,

I am writing to you in order to have the transcript of records (for my second semester).

I have now received the results of all my courses. You can find it bellow :

[Course] : 1 ;

[Course] : 1

[Course] : 1

[Course] : 1

Is it possible to scan me the document ?

Thanks in advance.

Best regards,

FN LN

Dear Mrs. LN,

I saw in the sis system, that all my grades were put there by my teachers.

Could you start to make my transcript of records. This would be really nice of you.

Kind regards,

FN LN

–

Mit freundlichen Grussen

FN LN

Fur Kursarbeit oder Anfragen:

[Email address]

Dear Mrs LN,

I just wanted to let you know that finally all my results should be in SIS.

Could I ask you to send me the transcript?

Thanks a lot!

Best wishes,

FN LN

Dear Ms LN,

I would like to inform you that all grades and credits have been uploaded in the SIS. One course is still missing but I have not participated in the exam so the "not-passed" is correct.

I would like to thank you for your help during my stay at the university, I really appreciate that!

Kind regards,  
FN LN

Dear FN LN,  
Nowadays I am doing my applications for next year. I need to have transcripts of all my previous semesters and I arrive in Prague in September. Could you send me my winter semester's transcript by email please, or should I come to your office to have it?  
Furthermore, I would like to know if your office still will be opened with the same timetable during all June.  
Thanks by advance,  
Best regards,  
FN LN

Dear Mrs LN  
Thank you so much for your quick answer and for accepting to send it to me by email, it was so helpful.  
By this email I also would like to ask you some questions about the transcript of grades for the semester, I am still waiting for my last grade for a final essay and, for that course I am still « not passed » on SIS so far. I was wondering, when I will have this grade, how long will it take for Charles University to send to me the transcript ? And also how is it sent ? By email or by postal mail ?  
The reason why I am asking this to you is that I am applying to many masters in France and to accept my registration, they need my french transcript absolutely. The problem is that, I am afraid of the length of this procedure from Prague to [University] and then from [University] to my future university. Also, I would be grateful if you could give me an approximation of the time this procedure needs and also if it was possible to do it by email to be quicker.  
I hope my request is not too complicated for you in those busy times of departures and also registration probably,  
I wish you a nice week-end,  
FN LN

Good morning,  
I am sending you a message concerning my final graduation. As you told us

previously, I have right now all my grades (on the SIS system) and I would like the official paper of them.

Do you need any others informations concerning my registration or my courses ?

Thank you in advance for you answer,

Best regards,

FN LN.

To whom it may concern,

I am sending you this email in order to ask you for the Transcript of Records of this Erasmus year. I need it to apply for a master in France as soon as I can.

Also, I would like to ask you concerning the certificate of departure. Can I bring it to your office before the 12th of June so you can sign it ?

Thank you in advance,

Best regards,

FN LN

Get Outlook for iOS

Dear FN

Could you please send me the official transcript of marks? My student number is [Student number]

Best regards,

FN LN

Dear FN

I have not received my transcripts of records yet. Will it be sent out soon?

Many thanks,

FN

Sent from my iPhone

Dear Ms. LN,

As we've agreed in the call few minutes ago I will ask you for my Transcript of Records for my last two terms (winter-term 15/16/summer-term 16) of Erasmus-Study in the Faculty of Arts, Charles University.

I finally finished my study which means all courses which I didn't attend or received a grade are finished.

You can send me the trancript via Mail on this adress.

Here are again my student informations:

Name: FN LN

Student-Number (at Charles-Uni): [Student number]

Faculty - Study: Faculty of Arts, [Field of Study]

Name of Home University/Student Number: [University], [Student number]

Contact of Student: [Phone number], [Email address], Address: [Address]

Contact of University (International Office): [Phone number], [Email address]; Address: [Address]

Thank you very much for your support and let me know if you need any further informations,

Best wishes

FN LN

Dear Mrs. LN,

all my courses are passed and recorded on SIS. Would you prepare my transcript of records and send it to me? Thank you very much.

Kind regards,

FN LN

Dear Ms LN

I have finally all the grades entered in the SIS. You confirm me, that the grade in Romantic, will appear on the transcript as comment ?

I wish you a good day,

With best regards,

FN LN

Dear Mrs. LN,

attached to this email you find my Transcript of records because all the exam results are uploaded now. Please note that the first course of Mr. LN is graded with a "C" but I also send you his email which explains that I passed that course with an A-.

Thank you very much for your help. Studying in Prague was a great experience.

FN LN

Dear FN

I am leaving tomorrow and will come and get my departure certificate signed, can I collect my transcript of results too?

Thank you,  
FN LN  
Sent from my HTC

Hello,  
I just received my last grade, could you send the transcript of records to my home faculty please?  
Have a good day.  
Regards.

Dear Madam,  
I just received my last grades for my semester in Prague and I would like to ask you to scan me a copy of an official transcript in order to transfer to my university in France for them to make the conversion. Besides, I also seen that for two of my class ([Course]) I was just graded Z (attestation of presence I think) but I asked the teachers to give me a grade and both gave me an A (it's written on my transcript in the student information system) and I would like that to appear on my official transcript please.  
All the best,  
FN LN

Dear Mrs. LN,  
may you please send me my transcript of records from the winter term 2015/16 of my Erasmus stay. My registration number of the Charles University is [Student number]. Would it be possible to send me a digital version as well besides the original one?  
Thank you!  
With the best wishes  
FN LN

Dear Mrs LN,  
I would like to get my transcript of grades of the second semester. Could you please email it to me ? Thanks in advance.  
Have a lovely afternoon.  
Best regards,  
FN LN.

Dear Misses LN,

I have all my grades now, could you please send me the transcript of records ?

Thank you.

Best regards.

FN LN

Dear Ms LN,

last summer term (2014/2015) I have been studying at Charles University.

My regular [University] needs to know how many CPs I got during my Erasmus semester.

Today I tried to log in to the SIS, but my data does not work and I can't change my password anymore.

There are still 2 courses that are not entered yet, but that is not so important.

Would it be possible to send me my provisional Transcript of Records or is it possible that I get a new log-in-code?

My data:

FN LN

[Date of Birth]

student number: [Student number]

Thank you in advance and best wishes to Prague FN LN

Dear FN LN

Can you send me my transcript of record for the second semester please ?

Kind Regards,

FN LN

Dear Ms LN,

all my results have now been booked in the SIS and by the ECES and I would like to ask if it is possible to come to the office tomorrow and get my Transcript of Records and my Confirmation of Stay. Is there anything else I will have to do regarding the ECES?

Thank you for your help,

Kind regards

FN LN

(study ID - [Student number])

Dear Mrs. LN,

you can print my transcript of records, all exam results are in the SIS.  
There should be also one result of an ECES-course (6ECTS), I hope you got the email.

Thank you very much  
FN LN

Hello,  
All my grades have been registered in the SIS.  
Could you send me a copy of the transcript of records ?  
Kind regards,  
FN LN.

Dear FN,  
I would like to ask you to print my grades of the first Semester as I need it to apply for masters.  
Thanks,  
Sincerely,  
FN LN

Dear Mrs. LN,  
With this Mail I would like to inform you that all my grades are uploaded in the SIS system. Could you please send my Transcript of Records to me?  
Best regards,  
FN LN

Hello,  
I was in Erasmus during the first semester and I came back home on the 23th january.  
I am writting you this email because I saw I had all my marks as you can see on this picture. My home university is asking me for the official paper for the marks. Is it possible from you to send me this paper ?  
Best regards,  
FN LN

Good afternoon FN,  
Could you please send me my school report for first semester?  
Thank you,  
FN LN

Dear Mrs. LN,

I have finished all my examens and the results are all in the SIS. I wanted to ask how it is going on with my Transcript of Records? Do you need anything else then the marks in the system?

Kind regards,

FN LN

Hello, prior to a few hours ago I have received my final grade from [Course].

In this module I scored a 2.

As of now I have received and passed all of my Erasmus modules.

Kind regards

FN LN

Dear FN LN,

unfortunately my university told me today, that I need the Transcript of Records as an Original.

Would you send me the original version with signature and seal?

My address is:

[Address]

Dear FN LN,

I've just received all my results from the summer semester and they are completed in the SIS now.

I'd like to apply for a copy of the transcript of records now.

Kind regards

FN LN

Dear Mrs LN,

I would need of my transcription of marks (winter semester) for my home university. Please, could you email it to me ?

FN LN would need of it too.

Thanks in advance.

Have a lovely evening.

FN LN

Dear FN

I hope you are well!

I have submitted my last piece of work and am just waiting for this to be marked. My home university need my transcript back as soon as possible, I am unsure on how this part works, can you get back to me when you can.

Many thanks,

FN LN

Dear FN LN,

I am FN LN and I to Prague last semester as an Erasmus student. I didn't complete my semester but I still need to have an official document showing my marks at the exam (or saying that I wasn't there). Do you know where can I find such a document?

Thanks a lot,

Best regards,

FN LN

Dear Mrs. LN,

are the Transcripts of Records already prepared for us ERASMUS students?

Thank you&Kind regards

FN LN

Dear Miss LN,

I hope you are having a nice summer in Praha and that everything is going well.

By now all my credits are in the Online System and I was wondering, if you could send me my learning agreement via Email.

Best regards,

FN LN