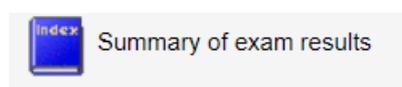# Guide for Printing Out the Transcript of Fulfilled Academic Requirements

1. After signing in to SIS, choose the user role for which you want to generate exam results. Your user role can be switched in the top right corner by clicking on the text located under your name, e. g. *Study;* 3rd *year, Medicinal Chemistry (B_MEDCH), bachelor's, full-time, PřF.*

2. Click on the 'Summary of Exam Results' tab located in the 'Education' section of the SIS' main menu:

3. Select the academic term(s) for which you want to generate the results in the 'Filter' section located in the 'Overview of exam results' tab *(see picture below)*. Then click on the PDF icon located on the right side of the screen (marked by the red arrow in the picture below). The second PDF icon located next to it generates a document which includes an electronic certificate. Use it in the case you need to have the transcript of fulfilled academic requirements certified, for instance when applying to a programme at another university.

4. If you are using the transcript of fulfilled academic requirements to support your application for recognition of subjects, please mark the specific subjects which you want to have recognised by the university on the printed copy of the list. If you wish to have the subjects recognised, you need to already have them once again registered in SIS.