

# Student Self Service How-To Guide

Explore how to download your current transcript and confirmation letters via your CampusNet Dashboard

# Self-Service Requests

Once you're a student at Constructor University you will receive your credentials for the platform CampusNet. Via your CampusNet Dashboard you can request the following documents:

- Enrollment Confirmation Letter
- English Support Letter
- Transcript reflecting your current study results

The documents generated via the self-service are valid without a stamp or signature and can only be downloaded for the current semester.

If you require a stamped and signed version of the document, please refer to our [pre-existing request system](#).

# Self-Service Requests

How to make requests via the Student Self-Service (screenshots to be found on the following slides)

1. Use your computer/phone to go to the following website: [campusnet.constructor.univeristy](https://campusnet.constructor.univeristy)
2. Log into your account using your Constructor University credentials
3. Click on “Dashboard” on the top menu
4. Click on “Student Self-Service”
5. Choose the respective request option
6. Select “Yes, I want this document to be created”
7. Click “Next” on the top left corner twice as guided by the prompter
8. After approximately **5-10 minutes** your requested document will be generated and accessible under “My documents” (this tab can be found by scrolling down on your Dashboard)

***If you notice any discrepancies or irregularities on your Transcript, please send the file via email to [registrar@constructor.university](mailto:registrar@constructor.university) with the subject line “Transcript Check”.***

***If your document is not generated after 1 hour please contact Registrar and Student Services at [registrar@constructor.university](mailto:registrar@constructor.university)***

# This is your CampusNet Home Page. Please click on „Dashboard“.

[Application Overview](#)

[My Advisor's Approval](#)

[My Courses](#)

[My Course Schedule](#)

[My Registration Status](#)

[My Timesheets](#)

[My Requests](#)

Name: [REDACTED] on: 17.01.2025 on: 14:18

Welcome, [REDACTED]!

Activities for: 17.01.2025

#### Today's Events:

There are no appointments scheduled!

[▶ Schedule](#)

#### Incoming messages:

You have no new messages!

[▶ Archive](#)

Name: [redacted] on: 17.01.2025 on: 14:18

Students



Requests

My Requests

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Student Self-Service



Change My Advisor



Leaving Form



Students



Documents

You scroll down to „My Documents“



My Documents

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#Menu:NewNavigationWidget

#Menu:DescribeMe

#Menu:NewNavigati...

#Menu:DescribeMe

#Menu:NewNavigati...

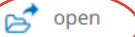

#Menu:DescribeMe

Area

Created at

53

--- EMPTYLINE ---

Actions  open  Refresh

	Name	Created
<input checked="" type="checkbox"/>	English Support Letter	01/17/2025, 11:00 AM
<input type="checkbox"/>	Enrollment Confirmation	01/17/2025, 11:00 AM
<input type="checkbox"/>	Enrollment Confirmation	01/17/2025, 10:25 AM
<input type="checkbox"/>	Transcript Constructor University	01/17/2025, 10:20 AM
<input type="checkbox"/>	Enrollment Confirmation	01/17/2025, 10:20 AM
<input type="checkbox"/>	English Support Letter	01/17/2025, 10:20 AM

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1. Please select the document
  2. Please click „Open“
- \* The „Open“ option is only available when the document is selected
- \* Clicking the document instead of selecting it (with a tick) will not lead you to the file itself



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# C>ONSTRUCTOR UNIVERSITY

Constructor University Bremen gGmbH | Registrar and Student Services | Campus Ring 1 | 28759 Bremen | Germany

Registrar and Student Services  
Phone: +49.421.200-4223  
registrar@constructor.university  
<http://constructor.university/>

**17.01.2025**

## Certification of English Proficiency for [REDACTED]

Constructor University, although located in Germany, is an English-language university that is highly competitive in its admission procedures and requires students to prove their proficiency in English before they can be considered for admission to our programs. In short, each student must be well qualified in writing, comprehension, and speech before her or his application for study will even be considered.

More to the point, our students take all of their courses only in English including course evaluation and examination. They live in residential colleges where English is the language of everyday activity and discourse. English is also the language of administration at Constructor University. Throughout their entire studies, our students are immersed in English, and they are without exception absolutely fluent.

If you have questions or require further information about Constructor University or its programs, please do not hesitate to contact us at [registrar@constructor.university](mailto:registrar@constructor.university).

You can download  
your document here



# Thank you for your attention!

If you experience any technical difficulties using the Student Self-Service please contact us at [registrar@constructor.university](mailto:registrar@constructor.university)