



# Student Self Service How-To Guide

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

[constructor.  
university](https://constructor.university)

# 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.university](https://campusnet.constructor.university)
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“.



[Home](#)



[Dashboard](#)



[My Data](#)

[Courses](#)



[Course Catalogue](#)



[Academic Results](#)



[Student Jobs](#)



[Searches](#)

[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:

[Schedule](#)

There are no appointments scheduled!

## Incoming messages:

[Archive](#)

You have no new messages!



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

Students

Click on "Student Self-Service"

...

Requests

My Requests

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Student Self-Service



Change My Advisor



Leaving Form



Cancel 

1  
Choose Service  
↓  
2  
Document  
↓  
3  
#Forms:Semester Address  
↓  
4  
#Forms:Home Address

Service \*

\* What can we help you with today?

I want to

\* ☒ request a document  
\* ☐ review my semester address and home address

1. Select the option you need (for example, “request a document”)
2. Click “Next”

Cancel

Next

1

Choose Service

↓

2

Document

↓

3

#Forms:Semester Address

↓

4

#Forms:Home Address

Document to be created\*

Information

The confirmation letters are valid without the signatures or seal of the University.  
The enrollment confirmation is in both English and German.  
The English Support Letter provides a confirmation of the student's English proficiency. This letter is only in English. If you notice discrepancies in the running transcript please contact the Registrar's Office.

Please choose the document \*  
to be created

☐ Enrollment Confirmation

☒ English support letter

☐ Transcript

Please confirm

☒ Yes, I want this document to be created

☐ No, I'd rather not want it right now

1. Choose the document you want (English Support Letter)

2. Choose "Yes" to confirm your request

3. Click "Next"

CONSTRUCTOR UNIVERSITY

[constructor.university](https://constructor.university) | © Constructor University

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Cancel  Next

1

Choose Service

↓

2

Document

↓

3

#Forms:Semester Address

↓

4

#Forms:Home Address

#### Confirmation \*

Thank you for submitting your request. To access your document, please open My Documents on your Dashboard. The generation of the document may take a few minutes. Please click Next now to return to your Dashboard //

1. Confirmation message should appear
2. Click “Next”

## Requests

My Requests

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Student Self-Service



Change My Advisor



Leaving Form



Leave of Absence



New Request

Go to "My Documents"

## Documents

My Documents

10



#Menu:NewNavigationWidget



#Menu:NewNavigati...



#Menu:DescribeMe

#Menu:DescribeMe

#Menu:NewNavigati...



#Menu:DescribeMe



Area

Created at

59



--- EMPTY LINE ---

Late Add Module



Late Drop Module



 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 |

18 entries 1 selected Page 1 / 1

1. Find and select the document  
(can take up to 10 minutes to be  
generated)

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](mailto: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)