**Transcript of Records order form for Exchange Students**

For ordering the official transcript of record, please fill in this form and return it to your faculty’s study secretary with the title **Transcript order**. You can also order an official digitally-signed transcript of records and study certificate from WebOodi.

Faculty of Art and Design [Raili.Heikkila@ulapland.fi](mailto:Raili.Heikkila@ulapland.fi)  
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| --- | --- |
| Name: | **Student number** and your **faculty at ULapland**: |
| Address in home country:      E-mail: | Home university name, contact person and address:     E-mail: |
| You will be issued **2 copies** of the official transcript.  Would you like 1 copy to be sent to your university? | yes  no |
| Is electronic transcript by email enough? | yes  no |

Marking of the courses **still missing** from the transcript of records at the moment:

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| --- | --- | --- | --- | --- |
| **Course code** | **Course name** | **ECTS** | **Teacher** | **Date of final exam/assignment** |
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