**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
Faculty of Education Leena.Tahtisaari@ulapland.fi
Faculty of Law otk.opinto@ulapland.fi
Faculty of Social Sciences Sari.Mantila@ulapland.fi
Students Services opinto@ulapland.fi

|  |  |
| --- | --- |
| 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:

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