



Official electronic documents

A transcript of records and study certificate is an official university-issued certificate from a university's student register certifying the study attainments (studies completed) by the student at the university. Students may need official documents for their dealings with state authorities or for their banking affairs, for example.

At University of Lapland, documents can be certified either as signed and stamped paper documents or as digitally signed electronic documents. The electronic documents is a PDF document containing a digital signature to confirm its authenticity and integrity. Digital signatures are replacing the old manual signatures and stamps.

Students can order their documents themselves from the student register by using WebOodi. The transcripts are automatically equipped with a digital signature and can be retrieved by the student about 15 minutes after placing the order. Students can thus have their own certified transcript at their disposal simply by saving it to their device or computer.

Neither the name of the file nor any part within the document may be changed, for doing so invalidates the digital signature.

Checking the validity of electronic transcripts or study certificate

The digital signature of an electronic transcript or study certificate can be checked from the original file only.

If the document file is changed, the digital signature vanishes. Students may print a paper copy of their electronic document, but the signature is not valid on the paper copy. Parties that request documents may not accept paper copies from students who were asked, but failed to furnish the electronic document for inspection.

To check the validity of a digitally signed PDF document:

- Open the PDF file and information in its Signature Panel.
- Check the certificate information. An CSC-IT Center for Science Ltd transcript of records is digitally signed when Signature Panel shows the following text:

Signatures

☰ ▾ **Validate All**

✓ **Rev. 1: Signed by CSC-IT Center for Science Ltd <servicedesk@csc.fi>**

Signature is valid:

- Source of Trust obtained from Adobe Approved Trust List (AATL).
- Document has not been modified since this signature was applied
- Signer's identity is valid
- Signing time is from the clock on the signer's computer.
- Signature is not LTV enabled and will expire after 2021/01/23 15:44:55 +02'00'

> Signature Details

Last Checked: 2019.02.04 13:24:57 +02'00'

Field: Signature1 (invisible signature)

[Click to view this version](#)

If the Signature Panel is unavailable or does not match the above description, ask the student for the certified file.