

Example University
Academic Affairs Office
Example Street
12345 Exampleville,
Finland

TRANSCRIPT OF UNIVERSITY

1 (3)

RECORDS

1. The language of the transcript should be English

[dd.mm.yyyy]

2. It should contain the date on which the transcript was issued, which should be relatively recent

[Student's Name]
[Student's address]
[Post code, city, (country)]

[Student Number]

Date of Registration

dd.mm.yyyy

Registration for the current academic year

Term	Status	Member of Student Union
Autumn yyyy	Attending	Yes
Spring yyyy	Attending	Yes

PRIMARY STUDY RIGHT

Degree

[Degree Type]

Government Decree

Government Decree on University Degrees (XXX/YYYY)

Degree Programme

[Degree Program Name]

Valid dd.mm.yyyy - dd.mm.yyyy Studies attended from dd.mm.yyyy

COMPLETED COURSES

Course Module	Cr	Grade	Date	Examiner
Course Module 1				
XYZ0001 Course Name	5.00	5	dd.mm.yyyy	[Teacher Name]
Number of ECTS Credits	5.00			
Average grade	5.00			
Course Module 2				
XYZ0002 Course I	3.00	5	dd.mm.yyyy	[Teacher Name]
XYZ0003 Course II	2.00	5	dd.mm.yyyy	[Teacher Name]
Number of ECTS Credits	5.00			
Average grade	5.00			
Course Module 3				
XYZ0004 Course I	7.00	5	dd.mm.yyyy	[Teacher Name]
XYZ0005 Course II	5.00	pass	dd.mm.yyyy	[Teacher Name]
XYZ0006 Course III	8.00	5	dd.mm.yyyy	[Teacher Name]
XYZ0007 Course IV	7.00	5	dd.mm.yyyy	[Teacher Name]
Number of ECTS Credits	27.00			

3. It should contain a list of your courses together with credits and grades

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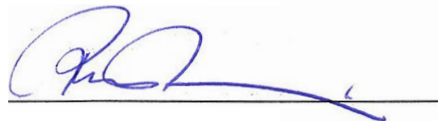
**TRANSCRIPT OF UNIVERSITY
RECORDS**
dd.mm.yyyy

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**COMPLETED
COURSES**

		Cr	Grade	Date	Examiner
Average grade			5.00		
Course Module 3					
XYZ0008	Course V	3.00	pass	dd.mm.yyyy	[Teacher Name]
XYZ0009	Course VI	2.00	pass	dd.mm.yyyy	[Teacher Name]
XYZ0010	Course VII	1.00	pass	dd.mm.yyyy	[Teacher Name]
XYZ0011	Course VIII	1.00	pass	dd.mm.yyyy	[Teacher Name]
XYZ0012	Course IX	1.00	pass	dd.mm.yyyy	[Teacher Name]
Number of ECTS Credits		8.00			
Average grade			0.00		
Course Module 4					
XYZ0013	Course X	3.00	5	dd.mm.yyyy	[Teacher Name]
Number of ECTS Credits		3.00			
Average grade			5.00		
Course Module 5					
XYZ0014	Course XI	10.00	5	dd.mm.yyyy	[Teacher Name]
XYZ0015	Course XII	5.00	4	dd.mm.yyyy	[Teacher Name]
XYZ0016	Course XIII	8.00	5	dd.mm.yyyy	[Teacher Name]
XYZ0017	Course XIV	5.00	4	dd.mm.yyyy	[Teacher Name]
Number of ECTS Credits		28.00			
Average grade			4.64		
Total Number of ECTS Credits		76.00			
Average grade			4.84		

CERTIFIED BY



[Signature and name of university staff]

4. It should be signed and/or stamped
by university personnel.
Alternatively, the transcript may
contain an electronic verification
code.



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Grading Scale:
5 =excellent
4 =very good
3 = good
2 = satisfactory
1 = sufficient
hyv. = passed, no grading
kiit. = passed with distinction

[Student Number]