

Submitting degree certificates and transcripts of study records

Doctoral study rights, autumn 2018

The University of Turku requires you to submit the following for certification:

- The original degree certificate or the officially certified or legalised copy of the degree certificate (in the original language) AND an English, Finnish or Swedish official translation (or an English-language Diploma Supplement concerning graduates from European universities) of the degree certificate.
- The original transcript of study records or the officially certified or legalised copy of the transcript of study records (in the original language) AND an English, Finnish or Swedish official translation (or an English-language Diploma Supplement concerning graduates from European universities) of the transcript of study records.

1. When and how to submit the required documents

You can submit the documents either in person by visiting the Student Centre of the University of Turku or by mail. Originals are advised to be submitted in person.

In person: Bring the documents to the Student Centre of the University of Turku **during 1–14 December 2018** by Visiting address: University Hill, Student Centre Disco (the corridor between Natura and Main building).

By mail: Send the documents to the address: Admission Services, Student Centre Disco, University Hill (yliopistonmäki), 20014 University of Turku. Phone number: +358 29 450 3878. The documents must reach the University of Turku **by 14 December 2018**.

It is always the applicant's responsibility to make sure that the documents reach the University of Turku by the deadline. University of Turku does not process any documents that have arrived after the deadline. University of Turku will not return the documents by mail. The documents can be collected at the Student Centre after they have been processed, on 15 January 2019 at the earliest.

2. Requirements for the documents

All educational documents provided to the University of Turku must either be the originals or copies officially certified (attested) by the awarding institution, or legalised. Officially certified copies issued by a Finnish Notary Public will also be accepted. NB! Please note that officially certified copies issued by notaries public in other countries are not accepted without legalisation.

2.1 Officially certified copies issued by the awarding institution

Officially certified copies of academic documents can be issued by the awarding institution. If you request officially certified copies from the awarding institution, make sure that the copies submitted to the University of Turku meet the following criteria:

- They are copies of your original educational documents
- They include every page of your educational documents
- They bear the original stamp of the awarding institution on each page of the document (e.g. a generic stamp stating only "Certified true copy" will not be accepted)
- They bear the original signature of the certifying officer

Please note that regular copies of certified copies will not be accepted.

The officially certified copy can be sent to the University of Turku either by the applicant or the awarding institution.

2.2 Legalised copies of documents

If you are unable to obtain officially certified copies of your academic documents from the awarding institution, you may submit legalised copies of your academic documents.

Legalisation takes place by two different means depending on whether the relevant country is a signatory to the Hague Convention of 1961:

1) Documents supplied by the authorities of countries that have ratified the Hague Convention are legalised by the issuance of an Apostille Certificate (stamp or paper certificate). Information on the Hague Convention as well as an English language list of its member states can be found here:

Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents:
<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

The link above also provides information about the authorities who issue Apostille Certificates in various countries.

2) If the country issuing a document is not a signatory to the Hague Convention, a document is legalised in two steps: first by the Ministry of Foreign Affairs (or equivalent) in the issuing country, after which a competent Finnish Embassy or Finnish Consulate of that country legalises the document, certifying the competence of that Ministry of Foreign Affairs (or equivalent) official to issue such legalisation.

2.3 Official Translations

If your educational documents are issued in a language other than English, Finnish or Swedish, official translations of them to one of these languages are required. NOTE! The original documents or officially certified or legalised copies of the original documents must also be submitted.

An official translation must be one of the following:

- issued by the awarding institution
- an officially certified copy of a translation issued by the awarding institution
- translated by an official translator
- an officially certified copy of a translation made by an official translator

Each page of an official translation must bear the translator's stamp and/or signature. Official translations must be exact translations of the original documents. Translations done by the applicant him- or herself are not accepted.