

VERIFICATION OF PREVIOUS STUDIES

We are in the process of verifying the completed studies of your former student regarding their education with your institution. Please assist us with this request for documentation, instructions noted below. Should you have any questions or concerns, please contact us at studentoffice@turkuamk.fi

1. As the representative of your institution, please complete **all areas** on this form.
2. Attach an official, stamped copy of Academic Record / Transcript of the student's education in your institution. This is the official documentation or record of the student's courses, credits, grades achieved, and credentials earned. If the document is not in English, also include a certified English translation.
3. Attach the curriculum including detailed written course descriptions of the student's program of study.
4. Attach the Grading Scale/Assessment Scale used in your university, with the explanations of Grades/Assessments used.
5. Place the school's official seal / stamp over the flap of the school's envelope that contains the completed form and requested documents.
6. **Send all documents in paper form in sealed envelope via postal mail to:**
Turku University of Applied Sciences
Student Office /Mona Ahola
Joukahaisenkatu 3, 20520 Turku, Finland
Email and for postal information, if needed: mona.ahola@turkuamk.fi

To be filled out by the **representative of the institution:**

Name of student:	
Date of birth: (DD/MM/YYYY)	
Name of the institution:	
Start date of studies: (DD/MM/YYYY)	
End date of studies: (DD/MM/YYYY)	
The duration of studies in hours:	
Did the student graduate? YES / NO	
Date of graduation:	
Type of degree achieved:	
Major:	
Additional information:	
Verified by: (name, title and department)	
Telephone no:	
Email address:	
Date:	
Official stamp of the institution:	