

Certified hard copy documents after selection 2024

This document contains instructions for submitting certified hard copies of application documents for CoDaS programme. Selected applicants must submit certified (attested) hard copies of the bachelor's degree certificate, transcript of study records and official translations of these documents (if applicable) by the given deadline.

The deadline for the officially certified study certificates is **16 August 2024 at 15.00 (GMT +3)**.

Selection is conditional until the certified hard copy documents have been received by the university. **Conditionally granted study place will be cancelled if the certified documents are not received in the required manner by the deadline.**

Belated documents cannot be considered even if the delay took place irrespective of the applicant. Applicants are responsible for submitting the documents in the required manner and meeting the deadline. This also applies when the documents are sent via a third party, such as a postal service. The documents must arrive by the deadline; the postmark date is irrelevant. Aalto University is not responsible for services provided by post or courier services or any delays or damage caused by them.

The certified documents will be compared to the electronic documents uploaded to the application system. The selection may also be conditional if your bachelor's degree or degree proving your language proficiency is still incomplete.

There are **country-specific document requirements** for educational documents awarded in certain countries. Please find the country-specific requirements on this document. **Conditionally granted study place will be cancelled if the certified documents are not received according to the country-specific requirements manner by the deadline.**

PREPARING YOUR DOCUMENTS

Certified hard-copy documents required:

1. **Certified copy of your Bachelor's degree certificate**

Copies certified by the awarding higher educational institution or by a notary public are accepted. If your degree is still incomplete after the publication of the results, the degree needs to be completed by 31 July 2024 and you will need to submit a certified copy of the degree certificate at the latest by 16 August 2024.

2. **Official transcript of records for your Bachelor's degree, or a certified copy of it.**

If you are proving your English proficiency with a different degree than your Bachelor's degree you are additionally required to submit:

- **Certified copy of the degree certificate** that you are proving your English proficiency with, **and an official transcript of records** or a certified copy of it

If your degree is still incomplete after the publication of the results, the degree needs to be completed by 31 July 2024 and you will need to submit a certified copy of the degree certificate at the latest by 16 August 2024.

If the degree certificate and transcript of records are not issued in English, you are additionally required to submit:

- **Official translations** of the degree certificate(s) and transcript(s) of records or certified copies of the original translations

Translations are considered official when they are made by the higher education institution that awarded the degree, or by a certified /authorised translator. A certified or an authorised translator has a translating license, or other form of authorisation required by the country the translator is operating in, to translate in a specific language pair for official purposes. Kindly note that the translation by itself is not sufficient - it needs to be accompanied with the original document, from which the translation has been made.

For other application documents (CV, recommendation letters etc.), you do not need to provide hard copies of the documents.

CERTIFIED COPIES

Getting certified copies of your documents

- Copies of study certificates must be certified by the awarding university or by a notary public.
- The copies must be taken from the original, official documents. A multiple-page certified copy must be certified on the front side of every page. Each page must have the certifying official's original signature, printed name, ink stamp and date. Copies of officially certified copies are not accepted, the certifying official's ink stamps and signatures must be original. A note declaring official copy status (such as a "True copy" stamp) is insufficient.

Note the following before submitting your documents:

- The application documents are not returned.
- Do not send your original degree certificate. Make sure that you submit a certified copy of it instead.
- Before sending your certified hard-copy documents by post, **take scanned copies of the certified documents**. You may need the scanned copies for the enrollment in the Consortium University.
- It is often easy to get a transcript of records from the school's student services or registrar for free or for a small fee. If you want to keep your transcript of records for

other purposes, or it is difficult to obtain, we recommend submitting a certified copy of it instead.

- Official, original translations of your study certificates may be useful to you in the future. We recommend submitting certified copies of the original translations.

OFFICIAL TRANSLATIONS

The translation is official if it has been done by the higher education institution that awarded the degree or by a certified translator (authorised translator).

The official translations that you submit must be

- accompanied by certified paper copies of the original documents which the translation has been made from. Translations by themselves are insufficient. They must always be delivered together with the document in the original language (from which the translation has been made into English).
- either the original translation documents, or certified paper copies of the original documents. Unofficial copies of the translations are insufficient. If you want to keep the original translation for other purposes, you can submit a certified copy. The application documents are not returned.
- certified with the translator's original ink stamp and signature. When requesting for a translation, make sure to ask for these to be included.

PROVISIONAL DEGREE CERTIFICATE

In some countries, there can be a delay before the final degree certificate is issued to graduates. In such cases, a provisional (or temporary) degree certificate can be issued to a student who has successfully completed all the studies included in the degree and has graduated. The provisional degree certificate must include the following details to be accepted:

1. name of the awarded degree (e.g. Bachelor of Science)
2. name of the institution awarding the degree
3. name of the student who the degree is awarded to
4. date of the awarding of the degree

Note also:

- A statement of completion of the studies is insufficient.
- You can submit either the original provisional degree certificate, or a certified copy of it (if you wish to keep the original to yourself).

COUNTRY-SPECIFIC REQUIREMENTS

There are country-specific document requirements for educational documents awarded in certain countries. The list of countries is below.

If the country-specific requirement concerns one document only (e.g. transcript of records), the rest of the educational documents (e.g. degree certificate) must be submitted according to the general document instructions.

AUSTRALIA AND NEW ZEALAND

Degree certificate: A certified copy of degree certificate is required. A certified copy of Australian Higher Education Graduation Statement (AHEGS) is accepted as well.

Transcript of records: If your university uses My eQuals service, share your electronic transcript via [My eQuals](#) to codas@aalto.fi.

If it does not, an official transcript of records must be sent directly from your university to the CoDaS Admissions Office in a sealed envelope by post. Transcripts handled or delivered by the applicant will not be accepted. The transcript of records must be certified with an original stamp of the university and an original signature of the certifying officer. Regular photocopies are not accepted. The envelope must be sealed by the awarding institution's official stamp across the back flap. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate or diploma supplement).

CAMEROON, ERITREA, ETHIOPIA, INDONESIA, KENYA, MALAYSIA, NIGERIA, SOUTH AFRICA, SUDAN

Degree certificate: The copy of the degree certificate must be stamped and signed by the issuing institution or a notary public.

Transcript of records: If your degree was awarded in any of the above countries, an official transcript of records must be sent directly from your university to the CoDaS Admissions Office in a sealed envelope. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate, diploma supplement, or translations of the documents). Transcripts handled or delivered by the applicant will not be accepted.

The transcript of records must be certified with an original stamp of the university and an original signature of the certifying officer. Regular photocopies are not accepted. The envelope must be sealed by the awarding institution's official stamp across the back flap.

BANGLADESH

If your degree is awarded in Bangladesh, the copies of the degree certificate and transcript of records have to be certified by the Ministry of Foreign Affairs of Bangladesh. Each page of the transcript of records and the degree certificate must carry the original stamp and signature by

the Ministry of Foreign Affairs of Bangladesh. Copies of the certified documents will not be accepted.

[Further information can be found on the Ministry's website](#) (mofa.gov.bd).

CANADA

Degree certificate: The copy of the degree certificate must be stamped and signed by the issuing institution or a notary public. You are not required to submit a copy of your degree certificate if your transcript of records confers the degree and includes the following information: name of the institution awarding the degree, title/name of the degree, name of the student, date of award of the degree.

Transcript of records: If your degree was awarded in Canada, an official transcript of records must be sent directly from your university to CoDaS Admissions Office in a sealed envelope. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate, diploma supplement, or translations of the documents). Transcripts handled or delivered by the applicant will not be accepted.

The transcript of records must be certified with an original stamp of the university and an original signature of the certifying officer. Regular photocopies are not accepted. The envelope must be sealed by the awarding institution's official stamp across the back flap. Envelopes sealed with a generic stamp are not accepted.

CHINA (MAINLAND)

Degree certificate: A verification report of your degree certificate in English by CSSD (Center for Student Services and Development) is required. The verification report in English must be sent to CoDaS Admissions Office at codas@aalto.fi. Take into account the processing time and start the verification process well in advance. For further information, please visit the [CSSD website](http://www.chsi.com.cn) (www.chsi.com.cn).

Transcript of records: If your degree is awarded in mainland China, a verification report of your transcript of records in English by CSSD (Center for Student Services and Development) is required. Apply to CSSD for a verification report of your transcript of records in English. The verification report must be sent to CoDaS Admissions Office at codas@aalto.fi. Take into account the processing time of CSSD and start the verification process well in advance. Further information is on the [CSSD website](http://www.chsi.com.cn) (www.chsi.com.cn).

FINLAND

If you are completing or have completed a degree in Finland after 1 January 2003 and you have a Finnish personal identification code, certified hard copies of your official transcript of records and degree certificate are not required.

Share your study records by login into My Studyinfo (<https://opintopolku.fi/konfo/en/>), create a link to share your study records and send the link to codas@aalto.fi.

If you are completing your bachelor's degree at Aalto University, you do not need to share your records from My Studyinfo.

INDIA

Degree certificate: The copy of the degree certificate must be stamped and signed by the issuing institution or a notary public.

CoDaS accepts also an officially certified electronic copy of the degree certificate sent via [Truecopy](#). Request your degree certificate to be submitted to codas@aalto.fi directly from the Truecopy service.

Transcript of records: If your degree is awarded in India, an official transcript of records must be delivered to CoDaS Admissions Office in the institution's sealed envelope. The envelope must be sealed by the awarding institution's official stamp across the back flap. The transcript of records must be certified with an original stamp of the university and an original signature of the certifying officer. Regular photocopies are not accepted.

If the institution does not re-issue official transcripts, photocopies of the original documents must be attested by the Controller of Examinations or Registrar and delivered to CoDaS Admissions Office in the institution's sealed envelope. You can mail the sealed envelope yourself. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate or diploma supplement).

CoDaS accepts also official electronic transcripts (e-transcripts) sent via [Truecopy](#). Request your electronic transcript to be submitted to codas@aalto.fi directly from the Truecopy service.

Students allocated to TU Braunschweig: Students who are allocated to study at TU Braunschweig, Germany, either on their first or second year of studies, are required to submit Akademische Prüfstelle (APS) certificate by the given deadline. The certificate can be either the original hard copy document or digitally verifiable version. Please find more information here: <https://aps-india.de/>

IRAN

If your degree is awarded in Iran, the copies of the educational documents must be legalized by the Ministry of Foreign Affairs of Iran and the Embassy of Finland in Tehran. All the copies must have the original stamp given by the Ministry of Foreign Affairs of Iran and the Embassy of Finland in Tehran. Copies of certified documents will not be accepted. Official translations of educational documents must be certified by the Ministry of Justice.

Original transcripts issued in English by the university are accepted if the transcript arrives in the university's sealed envelope. The envelope must be sealed by the awarding institution's official stamp across the back flap. You can mail the sealed envelope yourself.

NEPAL

Degree certificate: The copy of the degree certificate must be stamped and signed by the issuing institution or a notary public.

Transcript of records: If your degree is awarded in Nepal, an official transcript of records must be sent directly from your university to CoDaS Admissions Office in a sealed envelope. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate, diploma supplement, or translations of the documents).

The transcript of records must be certified with an original stamp of the university and an original signature of the certifying officer. Regular photocopies are not accepted. The envelope must be sealed by the awarding institution's official stamp across the back flap.

If your university is not able to send the transcript, please request for the document to be attested by the Controller of Examinations or the Registrar and to be placed in an official sealed envelope. You can submit the sealed envelope yourself. Transcripts or mark sheets attested by persons outside the Controller of Examination or Registrar's Offices will not be accepted.

PAKISTAN

If your degree is awarded in Pakistan, the copy of your degree certificate and transcript of records have to be attested by the Higher Education Commission (HEC) in Pakistan. Each page of the copies of the degree certificate and the transcript of records must have the original attestation stamp and signature of the HEC official. Regular copies of attested documents will not be accepted. The authenticity of the qualifications will be verified with the HEC.

For more information, please see the HEC website (hec.gov.pk).

VIET NAM

Students allocated to TU Braunschweig: Students who are allocated to study at TU Braunschweig, Germany, either on their first or second year of studies, are required to submit Akademische Prüfstelle (APS) certificate by the given deadline. The certificate can be either the original hard copy document or digitally verifiable version. Please find more information here: <https://vietnam.diplo.de/>

UNITED KINGDOM AND IRELAND

Degree certificate: The copy of the degree certificate must be stamped and signed by the issuing institution or a notary public.

Transcript of records: If your degree was awarded in the United Kingdom or Ireland, an official transcript of records must be sent directly from your university to CoDaS Admissions Office in a sealed envelope. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate or diploma supplement). Transcripts handled or delivered by the applicant will not be accepted.

The transcript of records must be certified with an original stamp of the university and an original signature of the certifying officer. Regular photocopies are not accepted. The envelope must be sealed by the awarding institution's official stamp across the back flap.

For the degrees completed in the United Kingdom, an official HEAR (Higher Education Achievement Report) sent via Gradintelligence is also accepted. The HEAR has to be sent directly through Gradintelligence to CoDaS Admissions Office (codas@aalto.fi).

UNITED STATES OF AMERICA

Degree certificate: The copy of the degree certificate must be stamped and signed by the issuing institution or a notary public. You are not required to submit a copy of your degree certificate if your transcript of records confers the degree and includes the following information: name of the institution awarding the degree, title/name of the degree, name of the student, date of award of the degree.

Transcript of records: If your degree was awarded in the USA, an official transcript of records must be sent directly from your university to CoDaS Admissions Office in a sealed envelope. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate or diploma supplement). Transcripts handled or delivered by the applicant will not be accepted.

The transcript of records must be certified with an original stamp of the university and an original signature of the certifying officer. Regular photocopies are not accepted. The envelope must be sealed by the awarding institution's official stamp across the back flap.

Electronic transcripts sent via Parchment Exchange, National Student Clearinghouse and eSCRIP-SAFE or in secure PDF format are also accepted. The PDF transcript has to contain the blue certification ribbon and it has to be sent directly from the issuing university's Office of the Registrar to CoDaS Admissions Office (codas@aalto.fi).

INSTRUCTIONS FOR SENDING THE DOCUMENTS

The deadline for the officially certified study certificates is **16 August 2024 at 15.00 (GMT +3)**. We strongly recommend using a courier service (e.g. DHL, UPS, TNT, FedEx) for shipments from outside the European Union (EU) instead of regular mail. We recommend using a courier service also within the EU to be able to track your shipment.

If you send documents from outside the EU:

- Send the consignment of documents as a letter. Do not send it as a parcel.
- Do not determine a value for the letter when sending it to avoid customs clearance.

If the country of dispatch requires the consignor to determine a value for the consignment of documents, mark the value as zero (euros or other currency).

- The goods description for the consignment should be, for example, documents.

If you send the documents by courier service, use the street address:

Aalto University, School of Electrical Engineering
Student Services, room 1151
Maarintie 8
FI-02150 ESPOO
Finland
tel. +358 50 473 6696

If you send the documents by regular mail (not courier service), send them to the postal address:

Aalto University, School of Electrical Engineering
Student Services, room 1151
P.O. Box 15500
FI-00076 AALTO
Finland

Write "Codas Master's Programme Admission" on the envelope.

You can also deliver the documents in person in a closed envelope to the Student Service Point of School of Electrical Engineering to the above-mentioned address during [the opening hours](#).

Admission is conditional until the certified hard copy documents have been received. Conditionally granted study place will be cancelled if the certified documents are not received in the required manner by the deadline.

The certified documents will be compared to the electronic documents uploaded to the application system.