



DIPLOMA REQUEST FORM

Submit the diploma request form and a transcript of your studies, signed and approved by the head of your degree programme, to the Teaching and Learning Support Services (TALSS). Incomplete forms will slow down the processing. International students will receive their degree certificates in English. They will also receive a Diploma Supplement.

Family name		Student number
First names (underline the name you use)		Finnish social security number or date of birth
Telephone	E-mail	
<input type="checkbox"/> I have registered at the university for this term		

Degree <input type="checkbox"/> Master of Arts <input type="checkbox"/> Doctor of Arts
Degree programme / field of doctoral studies and year of first enrolment
Minor subject studies included in the degree: subject, where completed, scope in credits
Exchange studies abroad included in the degree: exchange programme, country, name of institution, dates attended
For Master's degree only: previously completed degree (title, date, name of institution) and a certified copy of the degree certificate

Breakdown of credits included in the Master's degree (for statistical purposes)	Credits
Studies completed at the University of Art and Design Helsinki	
Studies completed at Open Universities in Finland	
Studies completed at other Finnish universities	
Studies completed at Finnish polytechnics	
Studies completed at foreign universities	
Other studies	
Credits total	

Graduation date
<input type="checkbox"/> I will be attending the graduation ceremony. This notification is binding. Inform TALSS of any changes <input type="checkbox"/> I will collect my diploma later from TALSS (Teaching and Learning Support Services, 3 rd floor)
<input type="checkbox"/> I have checked my transcript and found it up-to-date. I accept the studies to be included in my degree
<input type="checkbox"/> I have submitted the questionnaire for graduates online <input type="checkbox"/> I have submitted the abstract of my diploma work online
Date and signature