

MASTER OF SCIENCE DEGREE (Student has to be registered as present student)

Last name and first names		Personal identity number
Street address		
Postal code and city		Telephone (home/work)
Mother tongue Finnish Swedish Other:	Language at school (comprehensive school/upper secondary school language) Finnish Swedish NB: maturity test language Other:	E-mail

Degree programme
Subject area

CREDITS: Transcript service for main subject and minor subjects from own faculty by faculty contact person (FBMM). Credit transfer in other studies (e.g. language studies) is done at the faculty (FBMM). Minor subject credits from other faculties with transfer request (Oodi-contact person in subject study office).

Major subject	Credits Only advanced studies Total =	Grade	Signature of person in charge / receipt of OODI credit transfer
Minor subjects:	P = A = S = Total =		
	P = A = S = Total =		
	P = A = S = Total =		
Other studies in total *)	Total:	Accepted	

"Other studies" outside the major and minor subject study programmes in detail:

Other study programme code and name: Including the language studies, unless they are completed for lower degree (Other national language of Finland (Swedish/Finnish) and/or foreign language oral and written in same language) See the attached guide	Completion date	Credits

If necessary, use additional sheet

Grades: 1/5 Sufficient; 2/5 Satisfactory; 3/5 Good; 4/5 Very good; 5/5 Excellent; Accepted

APPENDIXES

1. Approved personal study plan (HOPS) or other written explanation of complementary studies (bridging studies), their name, quantity and credits.

NB! Bridging studies are additional studies which are not counted for MSc degree minimum credits (120 credits)

2. If the student has completed the BSc degree in the old degree system (study weeks) in the same degree programme where the MSc degree will be completed, a separate description or copy of record of BSc degree, where the advanced studies for the BSc degree are explained, must be attached.

The completed studies for the diploma from other universities:

At my own university	Credits
At the Open University	Credits
At other universities	Credits
At a polytechnic	Credits
At universities abroad	Credits
Elsewhere	Credits
Total number of degree credits for MSc	Credits

Is the Master's degree completed from transfer studies / Master's Programme

Transfer studies **Master's Programme** (please specify): _____

I will fetch the diploma/diplomas from the faculty's student affairs office (Aapistie 5A, 1st floor)

Please deliver the diploma/diplomas to my above mentioned address.

I am aware that if the number of my degree studies is over 120 credits (minimum credits for MSc degree), I cannot utilise the credits in the postgraduate studies.

I am aware of the overall grades for the major and minor subjects marked on my diploma and I will accept them.

NB! *if you **at your own risk** let someone else to take your application and appendixes to the Student affairs office, you **MUST CHECK** your overall grades and that the application has reached the Student affairs office before the due date. After giving the diploma, the grading can not be changed.*

Date (ddmmyyy) and place

Signature

Appendixes *(must be attached to the application)*

- Certificate of attendance (separate certificate or receipt from major subject faculty/department)
- Final markings (attached application form)
- Transcript of records (major and minor subjects)
- Address notification form
- Personal study plan (HOPS)