Transcript of records and certification of student status at UEF - instructions on digital signatures

Digitally signed and verified transcripts of records and study certificates are official and accepted by authorities such as Kela (The Social Insurance Institution of Finland). This guide tells you how to order these documents via WebOodi and how to check the digital signatures on the documents.

Placing the order on WebOodi

If you are a student at the University of Eastern Finland and you have a valid UEF user account, you can order an official digitally signed transcript of records and / or a certification of student status from WebOodi (Tools -> Trancripts and certification of student status).

When you click "Order a transcript of records" or "Order a certification of student status" a menu opens, where you can choose your preferred language for the transcript/certificate:

In addition, you can create a link to the transcript, which you can share with your employer, for example. The transcript will be available via the link for 7, 30 or 60 days according to your choosing. Lastly, you can add your own comment, for example a note to yourself. (This is also possible when ordering a study certificate.)

This is what your reports page might look like after a few orders:

The example above shows an English-language transcript of records with a link that is valid for 30 days and an English-language study certificate.

To open and save the PDF file, click the underlined link on the left. The easiest way to copy the public link leading to your transcript of records is to click the link icon. If you want to delete a document, simply click the recycle bin on the right.

If, for some reason, you are unable to order a transcript or a certificate through WebOodi (for example if your user account has expired), you can request an official document from Student and Learning Services (opiskelu@uef.fi).

IMPORTANT: Always save and send your transcripts and certificates as PDF files. The digital signatures are valid on the PDF only, in other words, the documents are no longer official if printed on paper. Do not try to edit the document in any way, as this will invalidate the signatures and make the document unofficial. More information on digital signatures can be found here: https://kamu.uef.fi/en/student-book/electronic-transcript-records-certification-student-status/

Checking the digital signatures on the PDF document

This is what the document should approximately look like when you open it with Adobe Acrobat Reader:

PDF file include the watermark on the background and a note on the digital signatures in the left margin. There is also a link to a page giving more information about the digital signatures and instructing how to check their validity and integrity.

The most important part, however, is the top bar, where you should see the text: "Signed and all signatures are valid". In addition, there is the Signature Panel on the right, where you can find detailed information about the signatures. The Signature Panel should contain the following information:

If you want to get information that is even more detailed, choose Certificate Details:

What to do if there seems to be problems with the validity of the digital signature?

The settings of Adobe Acrobat Reader, however, can vary from one user to another, which is why it may look like the signatures were not valid when you open the document. If, for example, you encounter a notification saying, "Signature has problems", open the Signature Panel for more information about the cause of the issue.

The most likely solution to this problem is updating the list of trusted certificates. Acrobat Reader may automatically ask if you want to do this when you open a document. Sometimes merely accepting the update is enough to solve the problem. If Acrobat Reader does not offer the update automatically, you should update the list manually by following the steps below.

1. Click Edit -> Preferences
2. Select Trust Manager from the menu on the left
3. Select the option "Load trusted certificates from an Adobe AATL server" and click "Update Now"
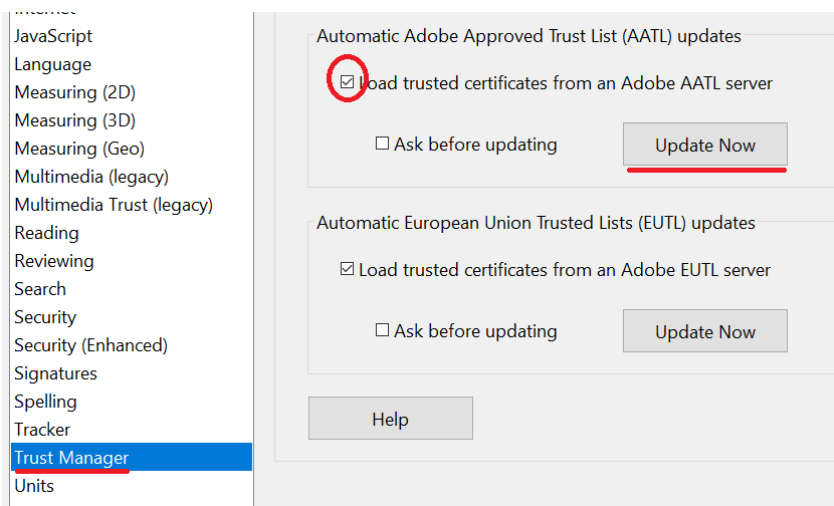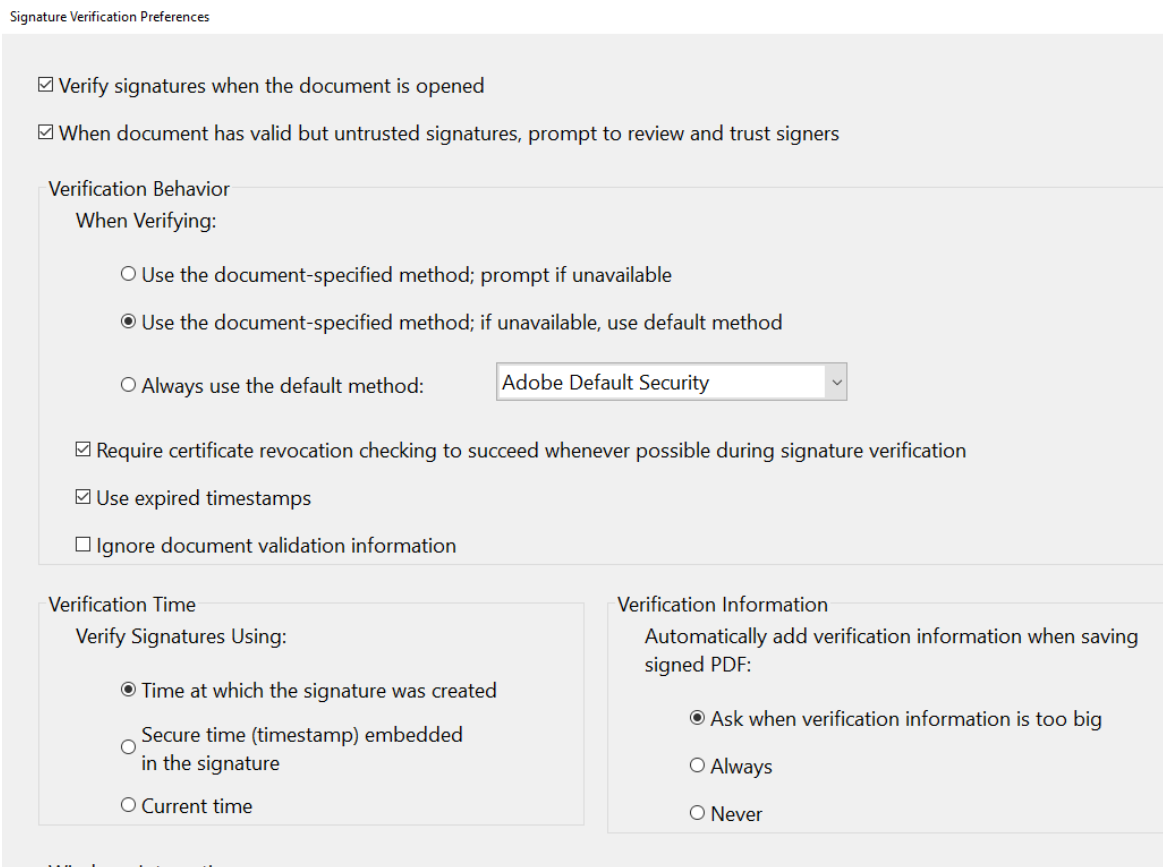

This should solve the issue. Close the document and open it anew and the certificate should work as designed.

If you are still experiencing problems, check the settings under Signatures -> Verification -> More
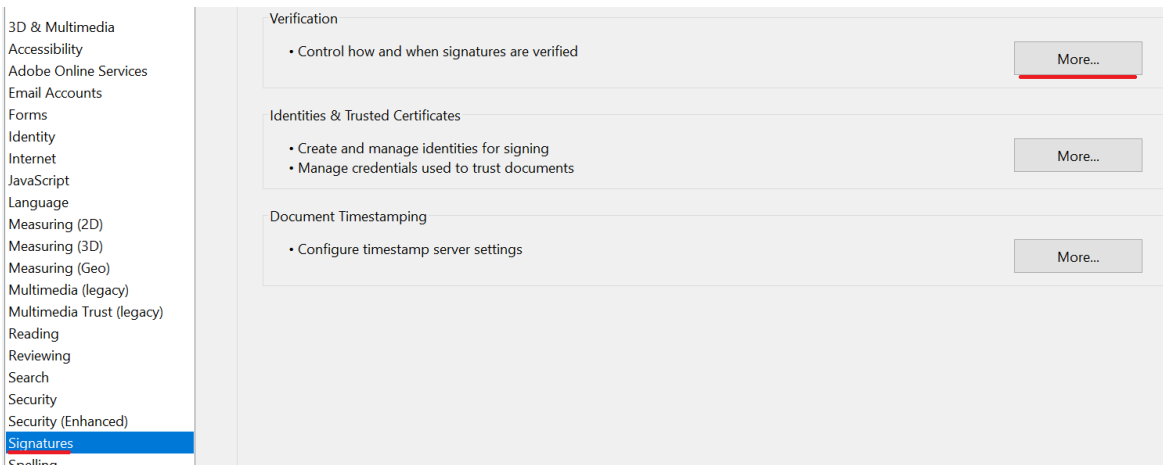
The settings should be as below:

After checking the settings, close the document and Acrobat Reader and open them anew. If this does not solve the problem either, contact oodituki@uef.fi to verify the authenticity of the document.