

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 -> Transcripts and certification of student status).

Digitally signed transcript of records

Here you can order a transcript of records and a certification of student status. transcript / certificate directly in their browser, without the WebOodi interface.

The documents are signed digitally. This means that they are as official as the signature is valid only in a pdf file and that if you print the documents on paper, the digitally signed document is not accepted.

- o My feedback
- o Annual registration
- o [Transcripts and certifications of student status](#)

Certification of student status

shareable link for your transcript / certificate. With this link, the recipient is able to view your the availability of the link to be 7, 30 or 60 days. You can also terminate the link sooner, if you wish.

signature of an official and the stamp of the university. Please note, however, that the digital signature is valid. Also, you cannot edit or alter the files in any way because it would invalidate the paper, please contact Student and Learning Services: opiskelu@uef.fi.

Previously ordered transcripts

[ORDER A TRANSCRIPT OF RECORDS](#)

You have no previously ordered transcripts of record. You can order one here.

Previously ordered study certificates

[ORDER A CERTIFICATION OF STUDENT STATUS](#)

You have no previously ordered study certificates. You can order one here.

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:

Order a transcript

THE LANGUAGE OF THE TRANSCRIPT

Finnish
 English

Create a public link to the report

THE LINK IS VALID

7 days
 30 days
 60 days

Add a comment..

[CANCEL](#) [ORDER](#)

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:

Previously ordered transcripts

[ORDER A TRANSCRIPT OF RECORDS](#)

[1. Transcript of records 18.12.2018 13:54 \(English\)](#)
test comment

[Opiskelija-b4811373-0f6d-46ca-b017-eaf44f1eff09](#) ⓘ
Valid until 17.1.2019 13:54



Previously ordered study certificates

[ORDER A CERTIFICATION OF STUDENT STATUS](#)

[1. Certification of student status 18.12.2018 13:54 \(english\)](#)
Add a comment...



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:

 Signed and all signatures are valid.

Signature Panel

							
 UNIVERSITY OF EASTERN FINLAND				TRANSCRIPT OF ACADEMIC RECORD		Page 1 / 3	
				18.12.2018			
Olli Opiskelija Testajankatu 6 00170 HELSINKI				Date of birth Student number Registered	26.05.1989 TESTIC 01.08.2009		
STUDY RIGHT							
Admitted by Organisation Valid Starting Date Decree Scope of Studies Programme Major Orientation Minor				Faculty of Science and Forestry Special Education (J) 01.08.2017 - 31.07.2024 01.08.2017 Government Decree on University Degrees 794/2004 Bachelor of Science Special Education Teacher Computer Science Subject Teacher Comparative Religion			
Courses completed: 01.01.2006- 18.12.2018							
COURSES		CREDIT POINTS	GRADE	DATE	INSTRUCTOR		
5425030	Introduction to Health and Human Services Informatics teaching and research	2,00 *	Pass	17.12.2018	Kaija Saranto Ulla-Mari Kinnunen Virpi Jylhä Business, Kuopio (K)		
5214301	Master's Thesis, Accounting and Finance	30,00 *	ECL	11.12.2018			
8012451A	Swedish Written Skills for Students of Computer Science	1,50 *	H	03.10.2018	Kaisu Kärkkäinen		
8012451B	Swedish for Students of Computer Science	1,50 *	H	03.10.2018	Kaisu Kärkkäinen		
337	Master of Arts (Education)	120,00	Pass	22.09.2018	Philosophical Faculty		
3410105	Organic Chemistry I	5,00 *	2/5	13.09.2018	Janne Jänis		
TESTI5	Test course 5	6,00 *	2/5	12.09.2018	Anne Litja Kati Tiihonen		
4213042	Practical Training in a Pharmacy, part 2 <i>Hospital Pharmacy</i>	15,00 *	Pass	03.05.2018	Piia Sütönen		
TESTI3	Test course 3	3,00 *	Pass	02.04.2018	Kaisu Kärkkäinen		
3621555	Color Science Laboratory	3,00 *	Pass	20.03.2018	Computer Science (J.K)		
4217225	Analytical Chemistry 1	2,50 *	3/5	16.02.2018	Pekka Jarho		
1131011	Acting as a Peer Tutor	1,00 *	Pass	18.12.2017	Päivi Hartikainen		
3317469	Elements of life insurance	2,00 *	3/5	01.12.2017	Anne Litja		
** <small>This document is digitally signed. More information and instructions: http://www.uef.fi/signature</small>							

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:

 Signed and all signatures are valid.

Signatures X

Validate All

 Rev. 1: Signed by CSC-IT Center for Science Ltd <servicedesk@csc.fi>

Signature is valid:
Source of Trust obtained from Adobe Approved Trust List (AATL).
Document has not been modified since this signature was applied
Signer's identity is valid
Signing time is from the clock on the signer's computer.
Signature is not LTV enabled and will expire after 2021/01/23 15:44:55

Signature Details

[Certificate Details...](#)

Last Checked: 2018.12.18 14:02:44 +02'00'
Field: Signature1 (invisible signature)
[Click to view this version](#)

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

Certificate Viewer X

This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry.

Show all certification paths found

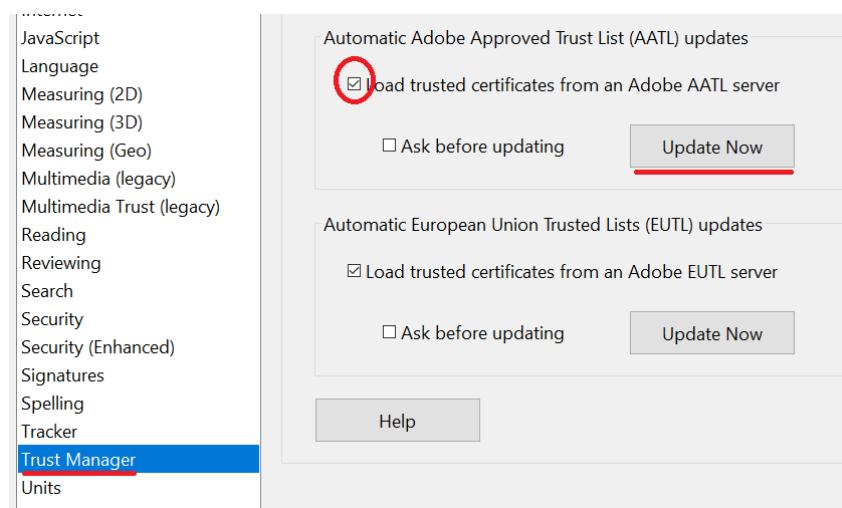
Sign CA for AATL - SHA256 - C balSign CA 2 for AATL CSC-IT Center for Science Ltd	Summary Details Revocation Trust Policies Legal Notice
	 CSC-IT Center for Science Ltd <servicedesk@csc.fi> Issued by: GlobalSign CA 2 for AATL GlobalSign nv-sa Valid from: 2018/01/23 15:44:55 +02'00' Valid to: 2021/01/23 15:44:55 +02'00' Intended usage: Digital Signature, Email Protection

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.

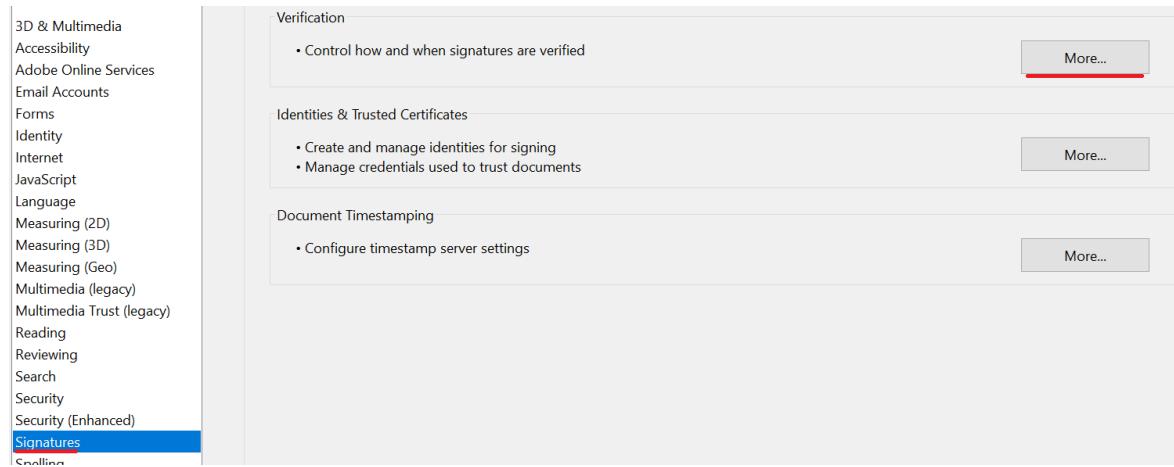
The most likely solution to this problem is updating the list of trusted certificates. Acrobat Reader may automatically ask if you want to do this when you open a document. Sometimes merely accepting the update is enough to solve the problem. If Acrobat Reader does not offer the update automatically,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

The screenshot shows the 'Signature Verification Preferences' dialog. It includes several sections with checkboxes and dropdown menus:

- General Verification:**
 - Verify signatures when the document is opened
 - When document has valid but untrusted signatures, prompt to review and trust signers
- Verification Behavior:**

When Verifying:

 - Use the document-specified method; prompt if unavailable
 - Use the document-specified method; if unavailable, use default method
 - Always use the default method:
- Advanced Options:**
 - Require certificate revocation checking to succeed whenever possible during signature verification
 - Use expired timestamps
 - Ignore document validation information
- Verification Time:**

Verify Signatures Using:

 - Time at which the signature was created
 - Secure time (timestamp) embedded in the signature
 - Current time
- Verification Information:**

Automatically add verification information when saving signed PDF:

 - Ask when verification information is too big
 - Always
 - Never

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