

UEF - DEPARTURE INFORMATION FORM

International Exchange Students



- 1) Please fill out this form before finishing your exchange at UEF. We will post your transcript to you after all the courses have been marked for you.
- 2) Return this form **in person** to the International Mobility Services together with your attendance certificate form. If your home university has not given you any, the one of the UEF will be used.
- 3) Attendance certificates cannot be issued more than **seven** days before your official departure. Please note that the date you indicate here will be your official departure day, and this date will appear in attendance certificates.
- 4) The University of Eastern Finland cannot send attendance certificates to students afterwards if they have not filled in the Departure Information Form.

Last name	First name
Student number	Email address

The postal address where we will post your transcript

Street address	
Postal Code, City	Country
Date of arrival ____/____/____	Date of departure ____/____/____
Date of signature ____/____/____	Your signature

Please email the transcript to the following email address (in addition to posting the paper version to the above address). Leave this empty if you don't need the emailed version of the transcript.

Email
Usually the UEF transcript shows only the passed courses. However, it is possible to have a transcript listing the failed courses, too. Please choose either or. <input type="checkbox"/> I wish my transcript to show only the passed courses. <input type="checkbox"/> I wish my transcript to show both passed and failed courses.

Please list here the courses for which you have not received the results yet. Your transcript will be sent as soon as your grades have been registered or two months after your departure at the latest.

Name of the course	Course code	ECTS credits	For office use only

For office use only

Saapunut ____/____/____
Lähetetty ____/____/____

Letter of Confirmation _____