

Official electronic transcripts

A transcript of records is an official university-issued certificate from a university's student register certifying the study attainments (studies completed) by the student at the university. Students may need official transcripts for their dealings with state authorities or for their banking affairs, for example.

At Aalto University, transcripts of records can be certified either as signed and stamped paper documents or as digitally signed electronic documents. The electronic transcript of records is a PDF document containing a digital signature to confirm its authenticity and integrity. Digital signatures are replacing the old manual signatures and stamps.

Students can print their digitally verified transcripts themselves from the student information system Sisu. Students can thus have their own certified transcript at their disposal simply by saving it to their device or computer.

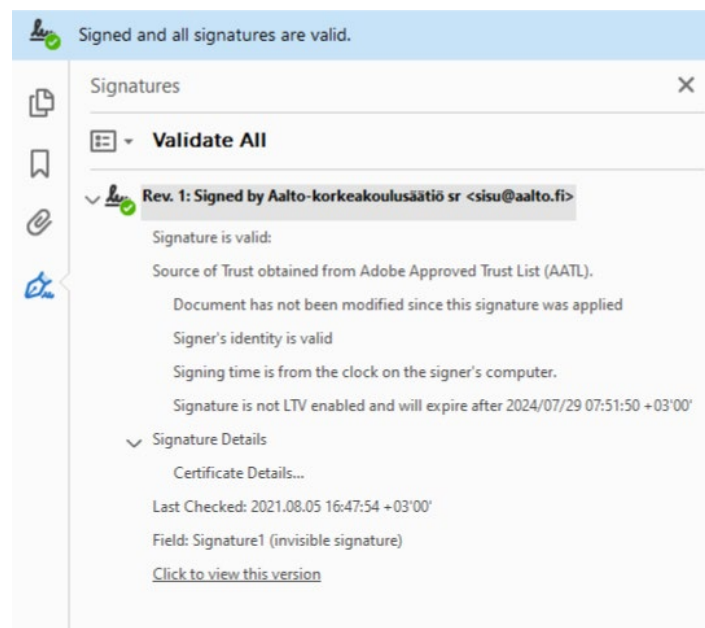
Neither the name of the file nor any part within the document may be changed, for doing so invalidates the digital signature.

Checking the validity of electronic transcripts

The digital signature of an electronic transcript can be checked from the original file only. If the transcript file is changed, the digital signature vanishes. Students may print a paper copy of their electronic transcripts, but the signature is not valid on the paper copy. Parties that request transcripts may not accept paper copies from students who were asked but failed to deliver the electronic document for inspection.

To check the validity of a digitally signed PDF document:

- Open the PDF file and information in its *Signature Panel*.
- An Aalto University transcript of records is digitally signed when *Signature Panel* shows the following text shown in the picture:



If the Signature Panel is unavailable or does not match the above description, ask the student for the certified file.