

Certified educational documents after selection 2026

This document contains instructions for submitting **officially certified (attested) educational documents** for the CoDaS programme. Selected applicants must submit certified (attested) copies of the bachelor's degree certificate, transcript of study records and official translations of these documents (if applicable) by the given deadline.

The deadline for the officially certified study certificates is **14 August 2026 at 15.00 (GMT +3)**.

Belated documents **cannot** be considered even if the delay took place irrespective of the applicant. Applicants are responsible for submitting the documents in the required manner and meeting the deadline. This also applies when the documents are sent via a third party, such as a postal service. The documents must arrive by the deadline; the postmark date is irrelevant. Aalto University is not responsible for services provided by post or courier services, or any delays or damage caused by them.

The certified documents will be compared to the electronic documents uploaded to the application system.

There are **country-specific document requirements** for educational documents awarded in certain countries. Any country-specific requirements will override the general document submission instructions. All country-specific requirements are included within this document.

CONDITIONAL ADMISSION

Selection is **conditional** until the certified educational documents have been received by the CoDaS Admissions Office. A conditionally granted study place will be cancelled if the certified documents are not received in the required manner according to the general document requirements AND/OR (if applicable) the country-specific requirements by the deadline. The selection may also be conditional if your bachelor's degree or degree proving your language proficiency is still incomplete.

REQUIRED DOCUMENTS

Certified documents required:

1. **Certified copy of your Bachelor's degree certificate (the degree granting eligibility to apply) if degree is completed**
If your degree is still incomplete after the publication of the results, the degree needs to be completed by **31 July 2026**, and you will need to submit a certified copy of the degree certificate at the latest by **14 August 2026**.
2. **Official transcript of records for your Bachelor's degree with original stamps and signatures**, or a certified copy of it. Please note that if your degree is not yet complete, your transcript of records does not need to be final by the application deadline. A certified copy of your current transcript, including all studies completed to date, is sufficient.

If you are proving your English proficiency with another higher education degree than your Bachelor's degree you are additionally required to submit:

- **Certified copy of the degree certificate** that you are proving your English proficiency with, **and an official transcript of records** or a certified copy of it

If the degree that you are proving your English proficiency with is still incomplete after the publication of the results, the degree needs to be completed by **31 July 2026** and you will need to submit a certified copy of the degree certificate at the latest by **14 August 2026**.

If your degree certificate and transcript of records are not issued in English, you are additionally required to submit:

- **Official translations** of the degree certificate(s) and transcript(s) of records or certified copies of the original translations

The translation is official if it has been done by the **higher education institution that awarded the degree** or by a **certified translator (authorised translator)**. The translations must have the **certified translator's original stamp and signature**.

The official translations must be either original or certified copies of the original documents. Unofficial copies of the translations are insufficient. The official translations must be accompanied by certified copies of the original documents in the original language. Translations by themselves are insufficient. For other application documents (CV, recommendation letters etc.), you do not need to provide hard copies of the documents.

Please note that application documents will **not** be returned.

PROVISIONAL DEGREE CERTIFICATE

In some countries, there can be a delay before the final degree certificate is issued to graduates. In such cases, a provisional (or temporary) degree certificate can be issued to a student who has successfully completed all the studies included in the degree and has graduated. The provisional degree certificate **must** include the following details to be accepted:

1. name of the awarded degree (e.g. Bachelor of Science)
2. name of the institution awarding the degree
3. name of the student who the degree is awarded to
4. date of the awarding of the degree

Note also:

- A statement of completion of the studies is insufficient.
- You can submit either the original provisional degree certificate, or a certified copy of it (if you wish to keep the original).

CERTIFIED COPIES

Getting certified copies of your documents:

- Copies of study certificates must be certified by the **awarding university** or by a **notary public**.
- The copies must be taken from the **original, official documents**. A multiple-page certified copy must be certified on the front side of **every** page. Each page must have the **certifying official's original signature, printed name, ink stamp and date**. Copies of officially certified copies are not accepted; the certifying official's ink stamps and signatures must be original. A note declaring official copy status (such as a "True copy" stamp) is insufficient.
- The certified copies must be delivered as **hard copies either by mail, courier service, or delivered in person OR using approved electronic methods** as detailed below.
- An apostille stamp or certificate is **not required**.

Note the following before submitting your documents:

- The application documents are **not returned**. Do not send your original degree certificate. Make sure that you submit a certified copy of it instead.
- Before sending your certified hard-copy documents by post, **take scanned copies of the certified documents**. You may need the scanned copies for the enrollment in the Consortium University.
- It is often easy to get a transcript of records from the school's student services or registrar for free or for a small fee. If you want to keep your transcript of records for other purposes, or it is difficult to obtain, we recommend submitting a certified copy of it instead.
- Official, original translations of your study certificates may be useful to you in the future. We recommend submitting certified copies of the original translations.

OFFICIAL TRANSLATIONS

The certified documents must be in **English**. If the original document was issued in another language, an official translation of the document must be submitted.

The translation is official if it has been done by the **higher education institution that awarded the degree** or by a **certified translator (authorised translator)**. The translations must have the certified translator's **original stamp and signature**.

The official translations must be either original or certified copies of the original documents. Unofficial copies of the translations are insufficient. The official translations must be accompanied by certified copies of the original documents in the original language. Translations by themselves are insufficient.

Please note that application documents will not be returned.

COUNTRY-SPECIFIC REQUIREMENTS

If your degree is completed in any of the following countries, you must adhere to the country-specific document requirements:

Australia, Bangladesh, Cameroon, Canada, China, Eritrea, Ethiopia, Finland, Ghana, India, Indonesia, Iran, Ireland, Kenya, Malaysia, Nepal, New Zealand, Nigeria, Pakistan, South Africa, Sri Lanka, Sudan, the United Kingdom or the United States.

If the country-specific requirement concerns one document only (e.g. transcript of records), the rest of the educational documents (e.g. degree certificate) must be submitted according to the general document instructions.

AUSTRALIA AND NEW ZEALAND

Degree certificate: A certified copy of degree certificate is required. Instead of a degree certificate, a certified copy of Australian Higher Education Graduation Statement (AHEGS) is accepted as well.

Transcript of records: If your university uses My eEquals service, share your **electronic transcript** via [My eEquals](#) to codas@aalto.fi.

If your university does not use MyeEquals service, an **official transcript of records must be sent directly from your university** to the CoDaS Admissions Office in a **sealed envelope** by post. Transcripts handled or delivered by the applicant will not be accepted. The transcript of records must be **certified with an original stamp** of the university and an **original signature of the certifying officer**. Regular photocopies are not accepted. The **envelope must be sealed by the awarding institution's official stamp across the back flap**. Envelopes sealed with a generic stamp are not accepted. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate or diploma supplement).

CAMEROON, ERITREA, ETHIOPIA, INDONESIA, KENYA, MALAYSIA, NIGERIA, SOUTH AFRICA, SUDAN, SRI LANKA

Degree certificate: The copy of the degree certificate must be stamped and signed by the issuing institution or a notary public.

Transcript of records: If your degree was awarded in any of the above countries, an official transcript of records must be sent **directly from your university to the CoDaS Admissions Office in a sealed envelope**. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate, diploma supplement, or translations of the documents). Transcripts handled or delivered by the applicant will not be accepted.

The transcript of records must be certified with an original stamp of the university and an original signature of the certifying officer. Regular photocopies are not accepted. The

envelope must be **sealed by the awarding institution's official stamp across the back flap**. Envelopes sealed with a generic stamp are not accepted.

BANGLADESH

If your degree is awarded in Bangladesh, the copies of your degree certificate and transcript of records must be certified by **the Ministry of Foreign Affairs of Bangladesh**.

Your documents must have one of the following:

E-Attestation

- If your documents are attested with e-attestation by the Ministry of Foreign Affairs of Bangladesh, your transcript of records and degree certificate must carry the e-attestation sticker. The sticker with the QR code and index number must be clear and legible. We must be able to verify both the transcript of records and degree certificate. If verification requires a PIN code, you must provide the PIN code to the Admission Services of Aalto University. E-attested documents can be submitted via email to admissions@aalto.fi.

Certified hard copies with stamps and signatures

- Each page of the transcript of records and the degree certificate must bear the original stamp and signature of the Ministry of Foreign Affairs of Bangladesh. Photocopies of certified documents will not be accepted. The stamped documents must be submitted as hard copies.

[Further information can be found on the Ministry's website](http://mofa.gov.bd) (mofa.gov.bd).

CANADA

Degree certificate: The copy of the degree certificate must be stamped and signed by the issuing institution or a notary public. You are not required to submit a copy of your degree certificate if your transcript of records confers the degree and includes the following information: name of the institution awarding the degree, title/name of the degree, name of the student, date of award of the degree.

Transcript of records: If your degree was awarded in Canada, an official transcript of records must be sent **directly from your university to CoDaS Admissions Office in a sealed envelope**. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate, diploma supplement, or translations of the documents). Transcripts handled or delivered by the applicant will not be accepted.

The transcript of records must be certified with an **original stamp of the university** and an **original signature of the certifying officer**. Regular photocopies are not accepted. The envelope must be **sealed by the awarding institution's official stamp across the back flap**. Envelopes sealed with a generic stamp are not accepted.

Electronic transcripts sent via Parchment Exchange are also accepted.

CHINA (MAINLAND)

Degree certificate: A verification report of your degree certificate in English by CSSD (Center for Student Services and Development) is required. The verification report **in English** must be sent to CoDaS Admissions Office at codas@aalto.fi. Take into account the processing time and start the verification process well in advance. For further information, please visit the [CSSD website](http://www.chsi.com.cn) (www.chsi.com.cn).

Transcript of records: If your degree is awarded in mainland China, a verification report of your transcript of records **in English** by CSSD (Center for Student Services and Development) is required. Apply to CSSD for a verification report of your transcript of records in English. The verification report must be sent to CoDaS Admissions Office at codas@aalto.fi. Take into account the processing time of CSSD and start the verification process well in advance. Further information is on the [CSSD website](http://www.chsi.com.cn) (www.chsi.com.cn).

FINLAND

If you are completing or have completed a degree in Finland **after 1 January 2003** and you have a Finnish personal identification code, certified hard copies of your official transcript of records and degree certificate are not required.

Share your study records by logging into My Studyinfo (<https://opintopolku.fi/konfo/en/>). Create a link to share your study records and send the link to codas@aalto.fi.

If you are completing your bachelor's degree at Aalto University, you do not need to share your records from My Studyinfo.

INDIA

Degree certificate: The copy of the degree certificate must be stamped and signed by the issuing institution or a notary public.

CoDaS also accepts **officially certified electronic copies** of the degree certificates sent via [Truecopy](https://truecopy.com). Request your degree certificate to be submitted to codas@aalto.fi directly from the Truecopy service.

Transcript of records: If your degree is awarded in India, an official transcript of records must be delivered to CoDaS Admissions Office in **the institution's sealed envelope**. The envelope must be **sealed by the awarding institution's official stamp across the back flap**. Envelopes sealed with a generic stamp are not accepted. The transcript of records must be certified with an **original stamp of the university** and an **original signature of the certifying officer**. Regular photocopies are not accepted.

If the institution does not re-issue official transcripts, photocopies of the original documents must be attested by the **Controller of Examinations** or **Registrar** and delivered to CoDaS Admissions Office in the institution's **sealed envelope**. You can mail the sealed envelope yourself. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate or diploma supplement).

CoDaS also accepts **official electronic transcripts** (e-transcripts) sent via [Truecopy](#). Request your electronic transcript to be submitted to codas@aalto.fi directly from the Truecopy service.

Students allocated to TU Braunschweig: Students who are allocated to study at TU Braunschweig, Germany, either on their first or second year of studies, are required to submit Akademische Prüfstelle (APS) certificate by the given deadline. The certificate can be either the original hard copy document or digitally verifiable version. Please find more information here: <https://aps-india.de/>

IRAN

If your degree is awarded in Iran, the copies of your **official transcript of records** and **degree certificate** must be legalized by the **Ministry of Foreign Affairs of Iran** and the **Embassy of Finland in Tehran**. All the copies must have the **original stamp** given by the Ministry of Foreign Affairs of Iran and the Embassy of Finland in Tehran. Copies of certified documents will not be accepted. Official translations of educational documents must be **certified by the Ministry of Justice**.

Original transcripts issued in English by the university are accepted if the transcript arrives in the university's sealed envelope. The **envelope must be sealed by the awarding institution's official stamp across the back flap**. Envelopes sealed with a generic stamp are not accepted. You can mail the sealed envelope yourself.

The documents need to be submitted as **hard copies**.

NEPAL

Degree certificate: The copy of the degree certificate must be stamped and signed by the issuing institution or a notary public.

Transcript of records: If your degree is awarded in Nepal, an official transcript of records must be sent **directly from your university to CoDaS Admissions Office** in a sealed envelope. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate, diploma supplement, or translations of the documents).

The transcript of records must be certified with an **original stamp of the university** and an **original signature of the certifying officer**. Regular photocopies are not accepted. The envelope must be **sealed by the awarding institution's official stamp across the back flap**. Envelopes sealed with a generic stamp are not accepted.

If your university is not able to send the transcript, please request for the document to be attested by the **Controller of Examinations or the Registrar** and to be placed in an **official sealed envelope**. You can submit the sealed envelope yourself. Transcripts or mark sheets attested by persons outside the Controller of Examination or Registrar's Offices will not be accepted.

PAKISTAN

If your degree is awarded in Pakistan, the copy of your degree certificate and transcript of records must be **attested** by the **Higher Education Commission (HEC)** in Pakistan. **Each page** of the copies of the degree certificate and the transcript of records must have the **original attestation stamp and signature of the HEC official**. Regular copies of attested documents will not be accepted. The authenticity of the qualifications will be verified with the HEC.

For more information, please see the HEC website (hec.gov.pk).

The documents need to be submitted as **hard copies** by postal mail, courier service, or delivered in person.

VIET NAM

Students allocated to TU Braunschweig: Students who are allocated to study at TU Braunschweig, Germany, either on their first or second year of studies, are required to submit Akademische Prüfstelle (APS) certificate by the given deadline. The certificate can be either the original hard copy document or digitally verifiable version. Please find more information here: <https://vietnam.diplo.de/>

UNITED KINGDOM AND IRELAND

Degree certificate: The copy of the degree certificate must be stamped and signed by the issuing institution or a notary public.

Transcript of records: If your degree was awarded in the United Kingdom or Ireland, **an official transcript of records must be sent directly from your university** to CoDaS Admissions Office in a sealed envelope. In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate or diploma supplement). Transcripts handled or delivered by the applicant will not be accepted.

The transcript of records must be certified with an **original stamp of the university** and an **original signature of the certifying officer**. Regular photocopies are not accepted. The envelope must be **sealed by the awarding institution's official stamp across the back flap**.

For the degrees completed in the United Kingdom, an official HEAR (Higher Education Achievement Report) sent via Gradintelligence is also accepted. The HEAR must be sent directly through Gradintelligence to CoDaS Admissions Office (codas@aalto.fi).

UNITED STATES OF AMERICA

Degree certificate: The copy of the degree certificate must be stamped and signed by the issuing institution or a notary public. You are not required to submit a copy of your degree certificate if your transcript of records confers the degree and includes the following information: name of the institution awarding the degree, title/name of the degree, name of the student, date of award of the degree.

Transcript of records: If your degree was awarded in the USA, an official transcript of records must be sent **directly from your university to CoDaS Admissions Office in a sealed envelope**.

In addition to the transcript, the envelope can contain only official documents awarded by the university (e.g. degree certificate or diploma supplement). Transcripts handled or delivered by the applicant will not be accepted.

The transcript of records must be certified with an **original stamp of the university** and an **original signature of the certifying officer**. Regular photocopies are not accepted. The envelope must be sealed by the awarding institution's official stamp across the back flap. Envelopes sealed with a generic stamp are not accepted.

Electronic transcripts sent via Parchment Exchange, National Student Clearinghouse and eSCRIP-SAFE or in secure PDF format are also accepted. The PDF transcript must contain the blue certification ribbon, and it must be sent directly from the issuing university's Office of the Registrar to CoDaS Admissions Office (codas@aalto.fi).

INSTRUCTIONS FOR SENDING THE DOCUMENTS

The deadline for the officially certified study certificates is **14 August 2026 at 15.00 (GMT +3)**.

If your degree is not issued in one of the above countries which have **country-specific requirements**, you can submit your educational documents according to the general document instructions. You may submit your documents as **officially certified physical hard copies via mail or in person**, OR as **electronic documents if they have been submitted via an accepted electronic credential service or other accepted electronic verification service**.

We reserve the right not to accept any electronic documents if there is any doubt about the legitimacy of the service or the identity of the sender. We will not pay any fees that may be charged for verification.

For documents submitted electronically via an electronic credential service:

If your institution uses an electronic credential service or there is a national register of educational documents where you can share your official educational documents, share your educational documents directly from the service to CoDaS Admissions Office (codas@aalto.fi). **The document must be sent directly from the service to Aalto University**, do not download the document first.

Please contact your own institution in any questions on how to access the service that your institution uses and refer to the services' own instructions for how to use each service. CoDaS Admissions Office cannot provide guidance on the use of the services.

List of accepted services:

- China Credentials Verification, Center for Student Services and Development ([CSSD](#))
- [Digitary](#)
- [Gradintelligence](#)
- [MyCreds](#) / [MesCertif](#)
- [My eQuals](#)

- [National Student Clearinghouse](#)
- [Parchment Exchange](#)
- [Truecopy](#)
- [Vitnemålsportalen](#)
- [Ladok](#)

If your university only offers either an electronically verified degree certificate or transcript of records, the other document must be submitted by one of the other approved methods.

If the documents are not in English, official translations are required

For documents submitted electronically and verified using an electronic verification service:

We may accept electronic educational documents with a **verification code** that allows the document and its contents to be verified by an electronic verification service used by the degree awarding institution, if:

- The verification service is on the **degree awarding institution's public website** OR, a **link to a third-party service is on the institution's public website**.
- **The entire document can be verified in the service.** The service must display the same content as the document submitted with your application to CoDaS programme.

We do **not** accept the verification service, if:

- the recipient must pay for the verification.
- the recipient needs to download any software.
- the recipient needs to send an email to the awarding institution or to the verification service.
- the service verifies only parts of the document.

Please note **we cannot guarantee** that we will accept verification services in languages other than English.

If the electronic document verified by the service is not in English, you must submit an official translation of the original document as well.

Send your electronic documents with a verification code to the CoDaS Admissions Office via email at codas@aalto.fi.

We reserve the right to evaluate each electronic document and verification service case by case. If we cannot verify the required information, you must submit the document by other approved methods.

For officially certified physical hard copies of your educational documents:

Sending documents by courier service:

We strongly recommend using a courier service (e.g. DHL, UPS, TNT, FedEx) for shipments from outside the European Union (EU) instead of regular mail. We recommend using a courier service also within the EU to be able to track your shipment.

If you send documents from outside the EU:

- Send the consignment of documents as a letter. **Do not send it as a parcel.**
- Do not determine a value for the letter when sending it to avoid customs clearance. If the country of dispatch requires the consignor to determine a value for the consignment of documents, mark the value as zero (euros or other currency).
- The goods description for the consignment should be, for example, documents.

If you send the documents by courier service, use the street address:

Aalto University, School of Electrical Engineering
Student Services, room 1151
Maarintie 8
FI-02150 ESPOO
Finland
tel. +358 50 473 6696

Sending documents by regular mail (not recommended from outside EU):

If you send the documents by regular mail (not courier service), send them to the postal address:

Aalto University, School of Electrical Engineering
Student Services, room 1151
P.O. Box 15500
FI-00076 AALTO
Finland

Write “**Codas Master’s Programme Admission**” on the envelope.

Submitting documents in person:

You can also deliver the documents in person in a closed envelope to the Student Service Point of School of Electrical Engineering to the above-mentioned address during [the opening hours](#).