

## **STUDY SERVICES FOR PEOPLE WITHOUT THE RIGHT TO STUDY**

These instructions apply to people who no longer have the right to study at the Lapland University of Applied Sciences. These include graduates – including the former Rovaniemi University of Applied Sciences and Kemi-Tornio University of Applied Sciences graduates – and students whose right to study is ending and are applying for an extension.

### **Ordering a document and payment options**

Documents can be ordered from the student affairs office of the customer's own educational unit by email or telephone or by visiting the student affairs office.

The contact details of the student affairs offices are available at

<http://www.lapinamk.fi/fi/Opiskelijalle/Opiskelua-tukevat-palvelut/Opintotoimistot>

The service is subject to a fee (Government Decree on fees collected from the activities of universities of applied sciences (1440/2014)) in accordance with the attached price list. The customer pays the service fee in advance to the Lapland University of Applied Sciences account. The student affairs office gives the account number when the customer places an order. Unfortunately, we cannot accept cash payments.

### **The following information must be provided with all payments:**

Customer's name, degree programme and the identifier of the ordered document. Identifiers are listed in the attached price list.

### **Document delivery alternatives**

1. The customer can collect their document from the student affairs office on the agreed date if they show their bank's receipt. The receipt should show the bank's filing code.
2. The student affairs office posts the document to the customer's postal address.
  - In addition to the service fee, the customer will also pay the postal charges in advance if they pay the charges using a bank giro transfer. The document will be posted as a regular letter, unless otherwise agreed.
  - If the document is sent as a cash-on-delivery letter, the delivery costs are collected from the customer in addition to the service fee.

The delivery time for documents is approximately two weeks depending on the amount of work.

## PRICE LIST FOR STUDY SERVICES

Identifier	Ordered service	Fee	Further information
Transcript of records	Official transcript of records given after graduation/resignation (details from the student register)  Official = incl. the University's stamp and signature	EUR 20 per document	Transcripts of records given/requested during studies (or in connection with graduation/resignation) are free of charge – also for students who go to open universities of applied sciences.
Study right application	Applications concerning the reinstatement, re-establishment or extension of the right to study are subject to a processing fee.  Government Decree 1440/2014 section 3	EUR 50	A receipt must be attached to an application concerning the reinstatement or extension of the right to study. The processing fee can be recovered if necessary.
New certificate	Rewriting a degree certificate when the original certificate has been lost or damaged (old degrees).	EUR 50 per document	
Copy of a certificate	Copying a degree certificate and its appendices granted by the Lapland University of Applied Sciences and their authentication.	EUR 50 per document	
	Rewriting a degree certificate when the certificate or its appendices include factual errors, such as spelling errors.	Free of charge	The University of Applied Sciences processes the correction of errors on its own initiative or at the request of the party involved.

Delivery by post	Postal charges	EUR 5 regular letter EUR 15 registered letter	The prices are only valid in Finland. When posting documents abroad, postal charges are determined by country.
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