Yrkeshögskolan Novia
Novia University of Applied Sciences

Verification of Educational Background

Please fill in this form to give us sufficient information to check your eligibility to Bachelor- or Master-level studies. For Bachelor-level studies, you are required to submit information of your high school / higher secondary school certificate. For Master-level studies you are required to submit information of both your high school/higher secondary school certificate and higher education degree certificate. After this, you are also required to give information on possible other degrees you have completed after your secondary school degree.

We will determine your eligibility based on the information given with this form and the documents you are able to deliver.

1. Personal information	
First name:	Last name:
Date of birth:	
Email address:	Phone number:
Postal address:	When did you arrive in Finland?

2a. Educational background: high school / higher secondary school	
Town and country of educational institution:	Name of educational institution:
Name of qualification/diploma:	Programme of education:
Date of the start of studies:	Date of the completion of studies:

What was the official length of the programme?:	Did you complete the programme? ☐ Yes ☐ No
How many years did you attend school before starting on the described programme?	
What were the entry requirements for the programme?	
Did completion of the programme give access to further studies? On what level?	

2b. Educational background: higher education	
Town and country of educational institution:	Name of educational institution:
Name of qualification/diploma:	Programme of education:
Date of the start of studies:	Date of the completion of studies:
What was the official length of the programme?:	Did you complete the programme? ☐ Yes ☐ No
How many years did you attend school before starting on the described programme?	

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What were the entry requirements for the programme?
Did completion of the programme give access to further studies? On what level?

3. Do you have any documentation to support the information given above?
☐ Yes ☐ No

4. Please describe the documents you have available that support your information

5. Please describe the documents you have been presented with but are not able to provide at this time (for example final diploma, transcript of grades)

Yrkeshögskolan Novia
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6. Please describe why you are unable to provide all the necessary documentation.

7. Have you tried to get hold of the documentation? Please describe how.

8. Is there any person available who would be able to confirm the information given above (for example former teacher)? If yes, please give his/her contact information.

9. Have you completed any education after the described degree?
☐ Yes ☐ No

10. Additional studies/degrees	
Town and country of educational institution:	Name of educational institution:
Name of qualification/diploma:	Programme of education:
Date of the start of studies:	Date of the completion of studies:
Official length of the programme:	
Did you complete the programme? ☐ Yes ☐ No If you didn't complete the programme, please describe how much of the programme you did complete	

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What were the entry-requirements to the programme?
Which documents were you required to present when applying to the described programme?

11. Is the UAS concerned allowed to make inquiries in your country of education in order to verify your information?
☐ Yes ☐ No

Date	**Signature**