

Transcript of records

Full name of student _____

Official name of school _____

Address of school _____

Telephone, e-mail of school _____

Subjects	Year 1	Year 2	Year 3 (period grades)	Final grade	Acad. hours in curriculum
Native language ()					
English language					
Secondary language ()					
Mathematics					
History					
Biology					
Physics					
Chemistry					
Geography					
Art					
Music					
Physical education					

Predicted average grade:

I hereby certify that the information provided on this Transcript is correct and valid.

.....
Full name of the representative of the school

.....
Signature

.....
Date

/Official school stamp/

NB! PLEASE DO NOT ADD THIS PAGE TO YOUR APPLICATION!

Guidelines for filling the Transcript of records

- Please fill the Transcript of records in capital letters.
- **Full name of student** – please write your name as it appears in your passport or ID card
- **Official name of school** – please do not translate the name of the school into English.
- **Native language** – please write the native language in English into the gap on the side of subject.
- **Secondary language** – please write the secondary language in English into the gap on the side of subject.
- **Additional subjects** – If there are any additional subjects, please add them into the column of “Subjects” in English.
- **Grades** – please write the yearly grade for Year 1 and Year 2 of secondary school and all period grades you have received so far for Year 3. Please do not add yearly grades if the Final grade is known! Separate the period grades using commas or semicolons.
- **Final grade** – please mark grade of subject which is finished. The same grade will be on the final diploma. Period grades are **not needed** in case the final grade is given.
- **Academic hours in curriculum** – please add the official number of **total academic hours** in your secondary school program regarding the subject. This information should be provided to you by your secondary school.
- **Predicted average grade** – please have the school write the average grade that you are predicted to receive at the end of your secondary school studies.
- Please make sure that your school’s representative adds their **signature, the date and the official school stamp** to the bottom of the Transcript.

Thank you for your contribution!

NB! PLEASE DO NOT ADD THIS PAGE TO YOUR APPLICATION!