**Transcripts and diplomas**

IFNUL International Office certifies the translation of a number of the official university documents like Transcript, Diploma, Certificate of Minor Specialization etc., as well as Matriculation Certificate of Secondary Education. The procedure is very simple if you follow several rules and do everything in certain sequence. **Please note that we provide all above mentioned services only for present IFNUL students and faculty.**

**Transcript of Records/Академічні довідки (Виписка з оцінками із залікової книжки)**

Bring to International Office official translation of "академічна довідка" (in English or any other language you need) with its original for certification. We check and certify the translation if it is correct. If it is not you should correct the mistakes and bring us the amended document along with the first wrong variant so that we didn't have to verify the whole text from the very beginning. If you need several/many copies of your transcript (or any other certified document in English): at first you make one copy and then as many as you want.

**Certificate/Довідка про навчання**

A document that indicates your year of study, the duration of the program and supposed date of graduation.

**Diplomas/Дипломи**

**Step 1.** You make a xerox copy of your diploma and attachment to it. Students' Personnel Department (Відділ кадрів університету) puts a stamp on this copy.

**Step 2.** You visit our web page and copy the form of the diploma translation (see below) along with the list of courses from your specialization.

**Step 3.** You fill the form with your diploma information. Please be very attentive preparing your documents for certification at the International Office. **In the examples, which you can find on our web page some fragments of the text are marked by yellow color. It means that you have to insert your own data or choose among several options and delete all unnecessary variants.** Print your document and bring it to the International Office along with the copy of your diploma and attachment to it for certification.