

Information about the issuing of degree certificates

International Studies of Engineering

Once ***all*** your marks have been submitted to the Examinations Office, your degree certificate will be automatically generated. This also includes an English version. You do not need to request this separately. However, you can send an email pointing out that you have completed your studies.

Issuing a degree certificate takes approximately six to eight weeks. If the Dean or the Chair of the Examination Board is absent, the issuance of a degree certificate may be slightly delayed. Please refrain from enquiring about the progress during this period.

As soon as the documents are completed, you will be informed by email. You can then give us a postal address that the documents are to be sent to. Alternatively, you can also pick up the documents from our offices. You will receive more detailed information regarding the pick-up option in the email notifying you that your documents are ready.

If you would like to authorise someone else to pick up the documents for you, please provide them with a power of attorney (handwritten signature required!). In addition to the power of attorney the person picking up your documents needs to bring a copy of your identity card or passport.

Please note that any email correspondence with the Examinations Office must be carried out ***exclusively*** using your student email address.

A high number of graduates can temporarily lead to additional delays.

We kindly ask for your understanding.