

**Do I need to request a transcript from IST for my Year 1 / Year 2 School?**

**What if I need a transcript for me (to apply for a job, PhD, etc.)?**

**Do I need to send my transcript from my Year 1 / Year 2 School to IST?**

**What documents will I receive from IST, when I finish the Programme?**

**What do I need to do to receive my Degree Certificate, Diploma and Diploma Supplement?**

**How long do I have to wait to receive the Degree Certificate, Diploma and Diploma Supplement?**

**In which language will my final documents (Degree Certificate, Diploma) be issued?**

**What if I need my final documents (Degree Certificate and Diploma) issued in Portuguese?**

**What if I change my address, how will you send the Degree Certificate, Diploma and Diploma Supplement?**

**Do I need to request a transcript from IST for my Year 1 / Year 2 School?**

No. When you finish all courses (including your Dissertation, if done at IST), your transcript will be requested to the Graduate Unit and will be sent to your Year 1 / Year 2 School.

**What if I need a transcript for me (to apply for a job, PhD, etc.)?**

You can receive a scanned copy of your official transcript (grades in local scale and in ECTS; ECTS credits for each course). The Mobility Office can also print your records from the Academic Platform (Fénix), sign and stamp the document (grades in local scale; ECTS credits for each course). You may also extract your records from Fénix. However, if you need a hard copy of your official transcript from IST, you should request and pay for it via Graduate Unit (ag@tecnico.ulisboa.pt – mention your student number). Please note that the Graduate Unit does not “certify” copies, but they can re-issue your official transcript or, if your Degree Certificate has already been issued, they’ll re-issue this instead (includes list of completed courses at IST and at your Year 1 / Year 2 School).

**Do I need to send my transcript from my Year 1 / Year 2 School to IST?**

No. IST will request your transcript directly from your Year 1 / Year 2 School.

**What documents will I receive from IST, when I finish the Programme?**

You will receive a **Degree Certificate** (issued by IST), a **Diploma** and a **Diploma Supplement** (issued by the University of Lisbon). The Degree Certificate mentions your conclusion date, final grade (local scale) and total ECTS credits. It will also contain a list of completed courses (at IST and at your Year 1 / Year 2 School), number of ECTS credits and the grade for each course (local scale). The Diploma will mention the awarded Degree and final grade. The Diploma Supplement is a bilingual document (Portuguese and English), that contains information of the course; language of instruction (Portuguese and English); a list of completed courses (at IST and at your Year 1 / Year 2 School); number of

ECTS credits and grades for each course and the overall classification (in local scale and in ETCS). This document also explains the local grading system and its equivalent in the ECTS grading scale and information on the Portuguese Higher Education System.

### What do I need to do to receive my Degree Certificate, Diploma and Diploma Supplement?

No formal action is required on your side in order to receive these documents. However, **if you spent your 1<sup>st</sup> year at IST** and did your Dissertation/Degree Project at another partner School, you must **send a CD or Pen Drive with your Dissertation** to the Graduate Unit (Área de Graduação/Instituto Superior Técnico/Avenida Rovisco Pais, 1, 1049-001 Lisboa) – label the CD with your name and student number at IST. The Dissertation will not be publicly available; it will be attached to your student file in the Graduate Unit., for Institutional archive.

### In which language will my final documents (Degree Certificate, Diploma) be issued?

Your Degree Certificate and Diploma will be issued in English. Please note that the Diploma Supplement is a bilingual document, issued in Portuguese and English.

### What if I need my final documents (Degree Certificate and Diploma) issued in Portuguese?

If you need your Degree Certificate or Diploma issued in Portuguese, after you receive your documents, you should request and pay for them via the Graduate Unit ([ag@tecnico.ulisboa.pt](mailto:ag@tecnico.ulisboa.pt) – mention your student number)

### How long do I have to wait to receive the Degree Certificate, Diploma and Diploma Supplement?

Before these documents are issued, your equivalency process must be concluded (recognition of courses done at your Year 1 / Year 2 School). The equivalency process is prepared by the Local InnoEnergy Coordinator and the MEGE Coordinator and will follow to the Graduate Unit for further administrative procedures. As soon as this is concluded, your Degree Certificate will be issued by the Graduate Unit. However, due to the number of procedures required from the Local Programme Coordinators, MEGE Coordinator and the Graduate Unit, please keep in mind that it may take several months for these documents to be ready. Diploma and Diploma Supplement will only be issued after the Degree Certificate and by University of Lisbon, so they take longer. You will be contacted by IST as soon as the documents are issued.

### What if I change my address, how will you send the Degree Certificate, Diploma and Diploma Supplement?

Degree Certificates are issued in digital format, signed with a qualified digital signature, via CEGER card, certified by ECCE <https://www.ecce.gov.pt/>, and recognized by the European Commission, via <https://webgate.ec.europa.eu/tl-browser/#/tl/PT>, having for all legal purposes the same value as the document issued on paper with the institution's stamp. IST will send you an e-mail. If you change your email, please inform us.

Later on, we will send you, also by email, the scanned copy of Diploma and Diploma Supplement and ask you to confirm the postal address to where these documents should be sent.