**FURTHER CLARIFICATION OF STUDIES / DESCRIPTIONS OF STUDIES INCLUDED IN THE CURRICULUM**

**To be filled in by the person requesting additional information:**

**Last name and first names, also possible earlier last name, if such has been used during the studies.**

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**Student ID Current email address**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Degree programme and city Telephone**

**I would like to have the following additional information on my studies:**

\_\_\_\_\_\_\_\_piece(s) request requiring a small amount of work (a signature or equivalent or a letter of recommendation for a student who has graduated / is about to graduate and is applying for further studies, EUR 40 /piece

\_\_\_\_\_\_\_\_piece(s) request requiring a moderate amount of work (such as information searches from archived curricula), EUR 70 / piece

\_\_\_\_\_\_\_\_piece(s) demanding request (detailed reports on the content of study modules and courses, calculation of study hours, EUR 120 / piece

**I would like to have** **single descriptions of studies included in the curriculum:**

\_\_\_\_\_\_\_\_piece(s) of description of studies. I have contacted Student Office and specified which descriptions I need and made sure they are available. EUR 2 / piece

**Note! The requests for additional information are paid in advance, please see the more specific instructions on the next page.**

To be especially taken into account in the clarification (e.g. if the letter of recommendation has to be addressed to a specific person/party etc.):

Address where the clarification is to be sent:

 I have attached a copy of the receipt of the payment to the request.

# Date \_\_\_\_.\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature by the person requesting additional

information

Payment instructions:

First, please ask for a cost estimate from the Student Office by email, studentoffice(a)turkuamk.fi. After this, the order must be confirmed and paid. Payment shall be made to Turku University of Applied Sciences’ account **FI31 5717 2020 0063 17** and write on the message field “Further clarification of studies” or “Descriptions of studies included in the curriculum”. The receipt of the payment shall be attached to the written request for additional information.

Please send your request for additional information together with the attachments either by email to studentoffice(a)turkuamk.fi or by mail

Turku University of Applied Sciences

Student Office

Joukahaisenkatu 3

20520 Turku

FINLAND.