



# UCD STUDENT DESK

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# OFFICIAL DOCUMENTS

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INCLUDES INFORMATION ON:

- TRANSCRIPTS
- DIPLOMA SUPPLEMENT
- ACADEMIC STATEMENT
- CERTIFICATE OF ATTENDANCE
- STATEMENT OF RESULTS

The Student Desk is responsible for the production of official documents relating to your registration and academic history. Students who began their programme from 2000 onward can access **electronic, pdf versions of their official documents online, free of charge, via SISWeb**. Students who began their programme prior to 2000 can order hard copies of their documents **via SISWeb**.

### Academic Transcript

An Academic Transcript\* lists your complete academic history. They include the programme attended, a breakdown of marks or grades achieved, the degree awarded, your overall grade and conferring date. You can order original, hard copies of your transcript for €23 (including postage).



### Academic Statement

An Academic Statement\* lists the years you were registered, degree awarded, overall grade and conferring date. Unlike a Transcript, it does not give a breakdown of your individual modules and corresponding results. You can order original, hard copies of your Academic Statement for €11 (including postage).

### Diploma Supplement

The Diploma Supplement\* is issued to graduates from 2005 onward only. It provides information regarding the award which is not available on the Degree Parchment. This may include the skills and competences acquired, the level of the qualification, results gained, entry requirements and access opportunities to the next level of education. The European Diploma Supplement was developed jointly by UNESCO and the Council of Europe. The Diploma Supplement is only available online and hard copies can not be ordered.



### Statement of Results

A Statement of Results lists the marks or grades achieved in each module for a specific exam period (i.e. per year or per trimester). You can order original, hard copies of your Statement of Results for €10 (including postage).

\* Transcripts, Academic Statements and Diploma Supplements are only available to students who have completed their programme.

## Certificate of Attendance

A Certificate of Attendance verifies the years registered at UCD. It states your name, programme title, registration status and stage. There is no charge for a Certificate of Attendance. Hard copies of your Certificate of Attendance can not be ordered via SISWeb, but you can [request a hard copy](#) via the Student Desk Connector

## Online Documents



If you began your programme from 2000 onward, you can access an electronic, pdf version of your official documents online via [sisweb](#) immediately, free of charge. UCD's electronic documents are fully secure and verifiable online. They are accepted by a wide variety of third-parties (such as Local Grant Authorities, Social Welfare offices, education verification companies, prospective employers, other universities, banks, etc.) Each document contains a unique alphanumeric code which can be used by any third-party to verify the document on UCD's [verification site](#)

### Where can I find more information?

Visit our [Electronic Documents](#) page for more information, including step by step instructions on how to access your electronic documents.



## How to Order Hard Copies

Both current and former students can order hard copies of their official documents via [SISWeb](#). For detailed instructions on how to do so, visit our [Hard Copy Documents](#) page.

### Where can I find more information?

Visit our [Official Documents](#) page for more information and to see examples of all UCD's official documents.

Please note that UCD does not produce your parchment (also known as your degree certificate). If you need a new/replacement parchment, contact the [National University of Ireland](#) directly.

## UCD STUDENT DESK

# OUR OPENING HOURS

	Student Desk (Tierney Bldg) <i>By appointment only</i>		Phones (01 716 1555)
Monday	10am - 4pm	Monday	10am - 4pm
Tuesday	10am - 4pm	Tuesday	10am - 4pm
Wednesday	10am - 4pm	Wednesday	10am - 4pm
Thursday	10am - 4pm	Thursday	10am - 4pm
Friday	10am - 4pm	Friday	10am - 4pm

## WHERE WE ARE



Administrative Services  
UCD Registry



+353 1 716 1555

[www.ucd.ie/askus](http://www.ucd.ie/askus)

Student Desk, Tierney Building