

Transcript of Record (template of diploma supplement)

I. Page 1 of Transcript of Record

1. Name of the supplement.
2. The series and number of the education document.
3. Name, surname.
4. Personal identification number.
5. Code and name of the education programme.
6. Duration of learning.
7. Previous education.
8. Type of learning (full-time, distance, self-study).
9. The name and address of education institution (information about the previous vocational education institution may be added).
10. Date of admission.
11. Date when qualification was awarded.

II. Pages 2 and 3 of Transcript of Record

12. Study subjects acquired and their characteristics:
 - 12.1. study subjects (including course papers, projects, practice training);
 - 12.2. number of hours;
 - 12.3. assessment score.

III. Page 4 of Transcript of Record

12.4. subjects in which State final examinations have been taken and their assessment (score or level);

12.5. the topic and assessment of the diploma project (if such was intended).

13. Stamp.

14. Signature of the head of the education institution.

15. Signature of the secretary.

16. Date of issue.

17. Registration number.

Notes.

1. In the upper-right corner of page 3 of Transcript of Record, a protective element is printed – a hologram showing the Large National Coat of Arms, under which an inscription “vocational education” is placed in semicircle, but in the background on the horizontal lines – the inscription “Ministry of Education and Science”.

2. If vocational secondary education has been acquired in a vocational secondary education institution subordinate to the Ministry of Culture, which has been established by reorganising vocational secondary education institutions subordinate to the Ministry of Culture, in addition the name of the structural unit of the education institution is indicated in box 9 of page 1 of the Transcript of Record, if this structural unit has retained the historical name of the reorganised education institution.

Minister of Education and Science I.Druviete