


You can submit your reply by sending a message in the e-service OmaKela at [www.kela.fi/omakela](http://www.kela.fi/omakela)

## 1. Student

Personal identity code

Family name and given name

Phone number

 Kela retrieves address data from the population data system.

## 2. Information regarding credits

Credits that I have earned before 31 July 2023 are missing from my study record.

Check that all of the credits you have earned at Finnish institutions of higher education where you have studied have been entered into your study record. Ask the educational institution to add the missing credits to the study record for the academic year in which they have been earned. If a credit has been registered for a different academic year than the academic year in which you earned it, please state this in your reply.

Provide details about the credits you have already earned that are missing from the study record or registered for another academic year than for that to which they apply, the extent of the credits and the completion dates in section 5 or in a separate document.

Credits earned at a foreign institution of higher education, the National Defence University or Högskolan på Åland are missing from my study record.

Enclose a certificate on these studies.

I am working on a study module (for example a thesis) which is not recognised in the review of academic progress.

Enclose the teacher's assessment or a certificate on partial completion stating how many credits for this uncompleted study module you have earned by 31 July 2023. If appropriate, fill in and print out the form Notification of partially completed study module (OT 17e) available at [www.kela.fi/forms](http://www.kela.fi/forms).

I have completed studies at a Finnish institution of higher education before 1 August 2011.

No separate certificate on the completed studies is needed.

### 3. Reinstatement of months of financial aid

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I have paid back or will pay back financial aid for the spring term 2023 after 20 September 2023.

You can reduce the number of months of financial aid taken into account when monitoring academic progress by voluntarily paying back financial aid for the spring term 2023. Any financial aid repaid is recognised for academic progress purposes if it is repaid at the latest by 25 October 2023. State the months for which you have paid back financial aid under section 5.

If you have started your studies before 2023 and completed less than 20 credits, repayment of months of financial aid does not affect the monitoring of academic progress, unless you repay the financial aid for all the months of financial aid in the academic year 2022-2023. Please note that financial aid can no longer be repaid for the autumn term 2022.

### 4. Factor that has affected academic progress

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Indicate the factors that have affected your academic progress and describe under section 5 how they have affected your studies. Also provide information about whether this reason still affects your academic progress. Enclose a copy of a doctor's certificate or an official certificate or other documentation, if possible. No certificate is needed if you have changed field of education.

Own illness, difficult life situation or illness of a close relative

Change of field of education

Other reason

### 5. Additional information

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### 6. Signature

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I declare that the information I have given above is true and accurate.

Place and date

Signature