

Before you leave

- **Concluding your stay**
- **How to get a transcript of records**
- **Buddy program**

1. Concluding your stay:

Students should not plan to leave the university until they have done all the exams of the courses they are enrolled in at the UPV. Before leaving, students must contact the School's international office to conclude their stay and get the certificate of departure document in case it is required by their home university.

2. How to get a transcript of records

Exchange students can download an electronically signed transcript of records at the end of their stay from the AIRE online platform following the instructions they will find in AIRE. This document includes a verifiable code that home universities may use to check the document authenticity. If your home university needs to receive an original transcript of records please ask your international office to send the document to your coordinator.

3. Buddy program

If students have received the assistance of a Buddy student during the semester they will have to complete an online survey about their mentoring evaluation.