To create an EPICUR Transcript of Records, you need to log in to <u>https://students.epicur.auth.gr/</u> and complete the following two steps:

1. How to add your personal information?

To receive a valid transcript, you need to fill out a "Personal Information Declaration" request under "Requests" in which you provide your personal information. These are required for the transcript.

B EPICUR	Student Information System		1	A Registrations ♥ Gr	rades 🗙 Support 🗙 🧔	🕽 stafan lamama Østudant löhedu 🗙 Eng		Support 🗸
1	Dashboard							
			Figure 1: S	upport but	ton			
Choos	se Requests and c	lick the + N	ew Request	: button (Figure 3).		
tration	ns 🗸 Grades 🖌 Support 🗸	(11	Student Infor	mation System				
	Requests		Requests to the	Secretariat	+ New Re	quest	+ New Re	quest
	My Department		Show only All		~	Filter Title		

➔ Personal Information Declaration

BEPICUF			e 🛩 English 🔹
Requ	Certificates ^		
Shov	Transcript of Records	Select	
No results	Learning Agreement	Select) Results
	Requests ^		
	Withdrawal from study Apply for withdrawal from study	Select	
	Personal Information Update Use this request to declare personal information which are going to be used for publishing documents and certificates like EPICUR Learning Agreement, Transcript of Records etc.	Select	
	General request to registrar office	Select	

2. How to request for a Transcript of Records?

Click Support button (Figure 2)	
Student Information System	Registrations Grades Support
Dashboard	
Dashbourd	Figure 2: Support button
Choose Requests and click the +	New Request button (Figure 3).
trations 🗙 Grades 🗙 Support 🗸 🔎	Student Information System
Requests	Requests to the Secretariat
My Department	Show only All V Filter Tabe
	Figure 2. Nour request

Figure 3: New request

Click the **Select** button on **Certificates** (Figure 4).

New request to the secretariat

Certificates A			
Transcript of records	Select	<u> </u>	
Requests ^			Select
Other Request	Select		

Figure 4: Certificates requests

Send your request for a certificate by clicking **Request** button (Figure 5).

Request to secretariat

Basic information	
I am requesting the following certificate: Transcript of records	
Special request	Request
If you require anything specific please type it below so your registrar can fulfill it.	
Type your request message here	
	Request
Figure 5: Requ	lest a certificate