



Steps for Receiving your Master's Degree Certificate

(Provided that all programme requirements have been completed and the dissertation grade has been submitted and recorded in the System)

Mandatory Steps

Step 1

- **Submission of the Master's Dissertation Delivery Document (ΜΔΕ):**
Complete and send it to the Administration Office, where it will be returned to you signed and stamped. Then forward it to the Central Library following the instructions provided [here](#). The Central Library will issue a confirmation of the dissertation submission.
- **Request a no-obligations certificate from the Library:**
[Link to apply](#)
(Status: Master's student, Department: Economics, Library: Economics and Political Science)
- **Complete the Study Evaluation Questionnaire:**
Fill out the [online form](#) and email the proof of submission to the Administration Office. Completing the questionnaire is mandatory as part of the Programme's evaluation requirements.

Step 2

Email the following documents to the Administration Office at **strategic-marketing@econ.auth.gr**:

- completed application
- Confirmation from the Central Library
- No-obligations certificate from the Library
- Proof of completion of the Study Evaluation Questionnaire
- A signed declaration from **gov.gr**:
"I am aware that my academic ID will be canceled, and thus I won't be authorized to use it." If the student does not possess an academic ID, they must submit a declaration (also issued through **gov.gr**) explaining the reason (e.g., loss, non-issuance, etc.).
- A clearance certificate from the university's accommodation administration, if residing in university accommodation.

Note: A bilingual copy of the Master's Degree and the Diploma Supplements are provided free of charge.

Step 3

- **Certificate Collection:**

Once the Administration Office has conducted the necessary checks, verified the completeness of applications, and ensured all degree requirements are met, the applications will be approved. Certificates can then be retrieved via students.auth.gr.

IMPORTANT: Ensure your university [email](#) account is active for receiving the certificates (except for the parchment/diploma scroll).

Note: All certificates include a digital signature and QR code, enabling unlimited reprints while maintaining their validity.

Optional Steps

Step 4

- **Request for Additional Certificates:**

If additional certificates are needed, follow the instructions below:

Submit a request via students.auth.gr using the guidelines provided [here](#). Payments will be processed through the platform.

Certificate	Fee
Bilingual Master's Degree copy	€13
Detailed transcript by semester (bilingual)	€6
Copy of the Master's Degree Certificate	€13
Academic Transcript by semester	€6
Master's Diploma Parchment (scroll)	€32

Note: The parchment is issued only once, and you will be notified when it is ready for collection.

- **Translation of Certificates:**

Translations, if required, must be arranged by the graduate.

- **Apostille Stamp (Hague Seal):**

For authentication with the Hague Seal, graduates must contact the Decentralized Administration of Macedonia and Thrace:

- **Email:** sfhagis@damt.gov.gr
- **Phone:** +30 2313 309183
- **Address:** Taki Economidi - Prof. Rossidi 11, Kalamaria