

**UNIVERSITY OF LONDON TRANSCRIPTS OFFICE APPLICATION FORM
FOR DISTANCE LEARNING STUDENTS**

(Please note: if you studied as an Internal Student at one of the Colleges of the University of London you should not complete this form, please contact us for further information)

**

**
(Office use only)

Please read the Application notes carefully before completing this application form neatly and in BLOCK CAPITALS.

If you have previously requested transcripts please give date of last request:

1. Name (please underline surname/family name)

2. Name at time of examination if different from above

3a. Title (ie Dr, Mr, Mrs, Miss ,Other)

3b. Date of Birth

4. Correspondence address including Postal/Zip Code and Country

4A Email address/Telephone

5. Qualification Title, Subject and Classification (eg; *BA English, First Class Honours*)
.....

6a. Student number
(If known)

6b. Year of Registration

7. Year of Award

8. RECENT GRADUATES/Current STUDENTS YET TO TAKE EXAMINATIONS ONLY:
Please tick 'Partial' if you wish to receive Partial Transcripts showing examinations taken to date. If you have graduated, please tick 'Complete'.

Partial Complete

9. Type(s) of Document required (please indicate how many). If unsure of what you require, please contact this office for clarification.

Transcripts	Certified copies of Certificate (see notes)
Letters of Certification	Certified copies of Syllabus

**PLEASE COMPLETE THE SECOND PAGE OF THIS FORM
AND ENSURE IT IS SIGNED AND DATED**

10. Address(es)/ Email Address(es) to which documents are to be sent: (continue on a separate sheet if necessary for additional addresses)

Number of copies
Sealed* Yes/No
Marking Scheme** Yes/No

Number of copies
Sealed* Yes/No
Marking Scheme** Yes/No

*Individually sealed documents may be required if you are sending to a third party. These will contain the signature of the official university signatory across the seal.

**Marking schemes can be provided on request to support transcripts. These however may not be available especially for the earlier awards.

** World Education Services (WES) – we upload the documents through the University’s secure system. Please provide your WES Reference Number.

In signing this form you are authorising the University to provide results/ details of the academic record requested as in number 9 on the First Page, and should note that a transcript will indicate unsuccessful attempts at examinations as well as passes.

Please note that for some of the older awards, it is not always possible to provide a complete transcript of results. We will always provide as much information as possible but may issue a letter of certification instead which indicates no transcript can be produced.

Where possible please indicate your Student Number, as this will assist us in locating your records more easily.

By providing us with an email address, this will enable us to contact you more easily in case of any query with your application.

I declare that the information given on this form is correct to the best of my knowledge and belief.

Name (BLOCK CAPITALS)

Signature Date

Please return the complete Application Form along with the Fee Slip / Online Confirmation of Payment to: University of London Transcripts Office, Stewart House, 32 Russell Square, London, WC1B 5DN
OR by email: Transcripts@london.ac.uk