

**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.

As we require an original signature for security reasons, the completed form must be returned to the office by post. Faxed or emailed copies will be destroyed.

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 (UK) or Fax number

5. Examination level, subject and Classification
.....

6a. Student number
(If known)

6b. Year of Registration

7. Year of Award

8. RECENT GRADUATES/Current STUDENTS YET TO TAKE EXAMINATIONS ONLY:
If you require complete transcripts please note that transcripts may not be available until at least six weeks after results are confirmed. Please indicate if you wish to receive partial transcripts showing examinations taken to date or if you wish your application to be kept pending until your most recent results are available.

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 REVERSE OF THIS FORM
AND ENSURE IT IS SIGNED AND DATED**

10. 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

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.

In signing this form you are authorising the University to provide results/ details of the academic record requested as in number 9 overleaf 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.

The application should be completed as fully as possible. The student number is not essential but may assist this office in locating your records more easily.

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

**THIS OFFICE CAN BE VERY BUSY AND BACKLOGS CAN REACH MANY WEEKS.
EARLY SUBMISSION OF YOUR APPLICATION IS THEREFORE RECOMMENDED.**

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 to: University of London
Transcripts Office, Stewart House, 32 Russell Square, London, WC1B 5DN**