

Transcript Request Form



QA Ref: STU20i; Maintained by: Registry; Last updated: December 2008

GUIDANCE NOTES

Transcripts are the full academic record of a student's career and include marks from all years. At the conclusion of their programme of study, every student will receive a transcript with their award certificate, free of charge.

Former students can request copies of their transcript by completing this Transcript Request Form and returning it, along with payment to Registry, York St John University, Lord Mayor's Walk, YO31 7EX.

Alternatively the form can be e-mailed to registry@yorksj.ac.uk. A credit or debit card payment can be made over the phone, by calling **01904 876849 / 876923 / 876776** in the first instance.

Charges

- **£10.00** for first copy, and
- **£2.00** for each additional copy, ordered at the same time

1 About you

| | | | |
|---|--|--------------------------|--------------|
| Name | | Date of birth | |
| Name at time of study if different from above | | Period of study | |
| Title of Degree | | Name of campus | York / Ripon |
| Contact e-mail address | | Contact telephone number | |

2 Transcript details

How many copies do you require?

Do the transcripts need to be marked with the **University seal**?

Yes / No

Do the transcripts need to be placed in **separate sealed envelopes**?

Yes / No

Any other requirements for the transcript:

To be collected from the **Student Advice Desk**? Yes / No

To be **posted to the address** provided:

Signature _____

Date _____

For Registry Use

Processed by _____

Date _____