

Interim Transcript Request Form For Current Students

QA Ref: STU20ii; Maintained by: Registry; Last updated: December 2008

GUIDANCE NOTES

Transcripts are a full academic record of a student's career and include marks from all years. Current students can request an interim transcript showing marks gained to date, free of charge.

Request should be made by completing this Interim Transcript Request Form and returning it to Registry, York St John University, Lord Mayor's Walk, YO31 7EX.

Alternatively the form can be e-mailed to registry@yorksj.ac.uk. Copies can be collected from the Student Advice Desk, in the main reception of Holgate Student Centre, or posted to an address provided. There is a 24 hour turnaround time.

Charges

- **Free of charge** for current students

1 About you

Name		Student ID	
Programme of Study		Year of Programme	

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 _____