For Office Use Only
Fee Received ……..
Receipt No. ……
Date Posted ……

REQUEST FOR PARCHMENT TO BE POSTED

1 PERSONAL DETAILS

(i) Surname: _____ Title (Mr/Mrs/Miss/Other): _____
(as it would have appeared on your parchment)

(ii) Forename(s) (in full): _____

(iii) Registration No (if known) or Date of Birth:_____

(iv) Contact telephone number or e-mail address in the event of any queries:

_____

2 QUALIFICATION DETAILS

Award Obtained _____

Date of Award: _____
(month/year)

3 FEE - £6 Sterling as parchments are posted by Recorded Delivery. Please complete either section below.

(a) I enclose £_____ Sterling cheque/bank draft/postal order* made payable to the University of Ulster to cover the cost of postage of my parchment. **Delete as appropriate. Do not send cash.*

(b) I wish to pay £_____by credit/debit card to cover the cost of postage of my parchment. Please complete the following details or, if you do not wish to disclose this information on this form, please telephone the details to the appropriate Examinations Office. You are advised not to provide your credit card details if you are returning the form by e-mail.

Type of Card Mastercard/Visa/Switch (*Delete as appropriate)*

Card Number _____

Expiry Date _____ Security Code _____ Issue Number _____
3 digits on back of card *Switch Cards only*

4 NAME AND ADDRESS TO WHICH PARCHMENT SHOULD BE POSTED

_____

_____ Postcode: _____

SIGNED: _____DATE: _____

……

THIS FORM SHOULD BE RETURNED TO THE APPROPRIATE CAMPUS EXAMINATIONS/REGISTRY OFFICE

For Coleraine & Portrush students:
Registry Office
Room H228
University of Ulster
Cromore Road, Coleraine
Co Londonderry
BT52 1SA
Tel: 028-70324221
Fax: 028-70324099
E-mail: registryce@ulster.ac.uk

For Belfast & Jordanstown students:
Examinations Office
Room 4F01
University of Ulster
Shore Road, Newtownabbey
Co Antrim
BT37 0QB
Tel: 028-90366422
Fax: 028-90366820
E-mail: examsjn@ulster.ac.uk

For Magee students:
Registry Office
Room MD130
University of Ulster
Northland Road, Londonderry
Co Londonderry
BT48 7JL
Tel: 028-71375258
Fax: 028-71375576
E-mail: registrymg@ulster.ac.uk