



<u>For Office Use Only</u>	
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**REQUEST FOR ACADEMIC TRANSCRIPT \***

or

**LETTER OF CONFIRMATION \*** (please tick as appropriate)

**1 PERSONAL DETAILS**

(i) Surname: \_\_\_\_\_ Title (Mr/Mrs/Miss/Other): \_\_\_\_\_

*If you were registered under a different surname during your period of study at the University, please enter the name below:*

Previous Surname: \_\_\_\_\_

(ii) Forename(s) (in full): \_\_\_\_\_

(iii) Student ID No (if known): \_\_\_\_\_

(iv) Date of Birth: \_\_\_\_\_

(v) Contact Telephone Number or E-Mail Address in the event of any queries:

\_\_\_\_\_

**2 COURSE INFORMATION**

Course of Study (1): \_\_\_\_\_

Date of Entry (month/year): \_\_\_\_\_ Campus: \_\_\_\_\_

Course of Study (2): \_\_\_\_\_

Date of Entry (month/year): \_\_\_\_\_ Campus: \_\_\_\_\_

**3 QUALIFICATION(S)**

Award \_\_\_\_\_ Date of Award(s): \_\_\_\_\_  
Obtained (1) (month/year)

Award \_\_\_\_\_ Date of Award(s): \_\_\_\_\_  
Obtained (2) (month/year)

If you have not qualified for an award please tick the appropriate box below and enter the information requested:

(a) I am a former student of the University and have not obtained an award.

Date of Leaving (month/year): \_\_\_\_\_

(b) I am a final year student of the University and have not yet completed the course.

Expected Date of Completion (month/year): \_\_\_\_\_

**\* Not to be completed by Research students (Research students should contact the Research Office directly).  
\* Academic Transcripts or Letters of Confirmation will not be issued to students who have outstanding debts to the University.**

**4 FEE FOR ACADEMIC TRANSCRIPT ONLY**  
(LETTERS OF CONFIRMATION ARE FREE OF CHARGE)

**£25 Sterling** for one copy.  
**£10 Sterling** for each additional copy.

Please complete the appropriate section below.

- (a) I enclose £\_\_\_\_\_ Sterling cheque/bank draft/postal order\* made payable to the University of Ulster for \_\_\_\_\_ copies of my transcript.  
*\*Delete as appropriate. Do not send cash.*
- (b) I wish to pay £\_\_\_\_\_ by credit/debit card for \_\_\_\_\_ copies of my transcript.  
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*

**5 ARRANGEMENTS FOR COLLECTION/DISPATCH**

Please tick or complete the appropriate section below.

- (a) I will collect my Academic Transcript/Letter of Confirmation.
- (b) Please post the Academic Transcript/Letter of Confirmation to the person noted below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**YOU SHOULD ALLOW THREE WEEKS OFFICE PROCESSING TIME FOR THIS APPLICATION.**

**THIS FORM SHOULD BE RETURNED TO THE APPROPRIATE CAMPUS EXAMINATIONS OFFICE TOGETHER WITH THE APPROPRIATE FEE MADE PAYABLE TO THE UNIVERSITY OF ULSTER.**

**For Coleraine students:**  
Examinations Office  
Room H231  
Ulster University  
Cromore Road  
Coleraine  
Co Londonderry  
BT52 1SA  
Tel: 028-70124061  
Fax: 028-70124099  
E-mail: [examsce@ulster.ac.uk](mailto:examsce@ulster.ac.uk)

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

**For Magee students:**  
Examinations Office  
Room MD130  
Ulster University  
Northland Road  
Londonderry  
Co Londonderry  
BT48 7JL  
Tel: 028-71675258  
Fax: 028-71675576  
E-mail: [registrymg@ulster.ac.uk](mailto:registrymg@ulster.ac.uk)

## **Notes for Transcripts/Letters of Confirmation of Award**

Students who receive a University or Edexcel award\* are provided with an Academic Transcript. The transcript is posted after the award has been conferred and lists the full diet of modules and marks achieved for each module.

Students of external institutions who require an Academic Transcript relating to an award of the University and who enrolled in the 2006/07 academic year onwards will receive a transcript from the University. This will be posted to the institution for onward transmission to each student's home address. Students who enrolled prior to this date should contact the institution where they studied.

### **Application for additional copies of an Academic Transcript**

A charge of £25 Sterling is made where an additional copy is required. Further copies requested at the same time as this copy are charged at £10 Sterling each. An additional copy (or copies) of the transcript can be obtained by completing a Request for Academic Transcript Form which can be obtained on the following web address:- <http://www.ulster.ac.uk/academicservices/student/transcript.pdf>.

The completed form with payment should be sent to the appropriate campus Examinations Office. Payment can be made by cheque/bank draft/postal order or credit/debit card.

### **Application for the issue of a Letter of Confirmation**

The University can provide, free of charge, a Letter of Confirmation stating that a student obtained a particular award and the year the award was conferred\*. This will not show any modules taken or marks achieved. Application must be made to the appropriate campus Examinations Office on the Request for Academic Transcript Form which can be obtained from the following web address:-

<http://www.ulster.ac.uk/academicservices/student/transcript.pdf>.

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