

TRANSCRIPT REQUEST FORM

STUDY ABROAD & EXCHANGE STUDENTS

IMPORTANT!

The Transcript Request Form is **ONLY** for study abroad and exchange students who have studied at the University of Nottingham for one semester or one year. If you are a student who has completed a full degree programme then please see the Student Registry website for information on ordering a transcript <http://www.nottingham.ac.uk/academic-office/studentregistry/transcripts.htm>

Transcripts for Study Abroad and Exchange Students

On completion of your study period at Nottingham, and once all debts to the University have been paid, two free copies of the official University of Nottingham transcript will be created for study abroad and exchange students. For fee-paying study abroad students, your transcripts will be sent to your home address. For international exchange students, your transcripts will be sent to your home university. Erasmus students will receive one free copy of their transcript sent to their home address.

How can I order additional transcripts?

If you wish to order additional transcripts, we can provide these for a charge of £10 for the first copy and £5 for every subsequent copy within the same order. The transcripts purchased are official University of Nottingham transcripts and can be officially sealed in individual envelopes if you wish.

Please complete the Transcript Request Form below and fax it to us on +44 (0)115 9515155 with your debit/credit card details. Please do not email the form as this is not secure. Alternatively payment can be taken by phone using a debit/credit card by calling +44 (0) 115 9511527, or by post by UK cheque.

How are transcripts sent?

Under normal circumstances transcripts will be sent by airmail. If you wish to ensure delivery then you can request for your transcripts to be sent by courier (DHL). This will cost an additional £10. Please tick the appropriate box on the form if you wish to request this service. The International Office cannot be held accountable if transcripts sent by airmail do not arrive at the specified destination. If you wish to guarantee delivery then you are advised to request delivery by courier.

Can transcripts be sent to more than one address?

Transcripts will be sent by airmail to ONE address. It is not possible for us to send transcripts to multiple addresses. We endeavour to send your transcript(s) within 10 working days of receiving your payment.

Am I guaranteed a transcript?

Please note that there may be occasions when we do not have a comprehensive set of marks for your study period, especially if you studied at the University prior to the 1990s. If we are unable to produce a full Transcript for you, we will confirm by letter when you studied at Nottingham and which School(s) you studied in. In this case we will give you a full refund.

Any questions?

If you have any questions please contact studyabroad@nottingham.ac.uk or call +44 115 9511527.

TRANSCRIPT REQUEST FORM STUDY ABROAD & EXCHANGE STUDENTS



The University of
Nottingham

For office use only:

U21 Study Abroad International Exchange Erasmus

Payment taken Date/...../..... Spreadsheet Sent

PERSONAL DETAILS

Mr/Mrs/Miss/Ms (please circle) Family / Last Name:

Given / First Name:

Nottingham Student ID number (if known)

Name of home university:

During which academic year did you study at Nottingham? (e.g. 2007/08):

Email Address (PLEASE USE BLOCK CAPITALS AND WRITE CLEARLY.)

.....

TRANSCRIPTS REQUIRED

Number of transcripts required:

Transcript(s) to be officially sealed in an envelope? Yes / No (please circle)

Address to which you wish us to send the transcript(s):

Name of recipient:

Address:

.....

Postcode:..... Country:

Telephone number of address with international code:

This information is required if you wish the transcripts to be sent by courier

Transcript(s) to be sent by courier? *This service will entail an additional £10 fee* Yes / No
(please circle)

PAYMENT

Transcripts are charged at £10 for the first copy and £5 for all subsequent copies within the same order. If you wish to request delivery by courier please add £10 to the total amount payable.

Total amount payable: £..... Payment by card

Type of Card (e.g. Visa/Mastercard):

Card Number:

Name on Card:.....

Security Number: Expiry Date:/.....

Signature: Date:/...../.....