

Academic and Student Administration
Transcript Request
(Exchange Students Only)

In order for us to produce an official transcript of the modules you studied and the marks you received during your time at the University of Birmingham, it is important that you complete this form confirming the modules that you have attended and that you expect to receive a mark for. Without this information, we will be unable to verify that your transcript is an accurate record of your studies here, which may lead to errors in the reporting of marks to your home institution.

Completing this form

- Complete section A to confirm the modules that you have attended lectures and completed assessments for (and are therefore expecting a mark to be returned)
- Complete section B to confirm any modules where you have attended lectures only (and not completed assessments)
- Complete section C with your personal details
- Complete section D if you require an additional copy (or copies) of your transcript

Returning this form

It is your responsibility to ensure that this form is returned by post or in person to Sam Ingram, Registry, Aston Webb Building, The University of Birmingham, Edgbaston, Birmingham B15 2TT, or via fax +44 (0) 121 414 7927, or by email to s.j.ingram@bham.ac.uk

Charges for transcripts

An official transcript will be automatically sent to your home University free of charge once all of your marks have been confirmed. You can request one additional copy of your transcript for your own records free of charge. Further copies are charged at £5.00 each.

When transcripts will be ready

If your request is submitted to Registry by Monday 18 June 2012, we will aim to have completed your transcript by Friday 20 July 2012, providing that final marks are available from your School or Department.

You should be aware that we are prohibited by the University from producing official transcripts if our records indicate that you are in debt to the University and/or are the subject of disciplinary action by the University.

Data protection

We will not supply information about you to a third party (sponsor, employer, recruitment agency etc) unless their request is accompanied by documentation indicating your consent.

Enquiries about transcript requests

For enquiries about transcript requests please use www.studenthelp.bham.ac.uk. You will need to log in with your University username and password or follow instructions for making an enquiry with no working login.

C. Personal details

Name	
Student ID number	
Date of birth	
Email address	
Telephone number	
Year in which you started your studies at this University	
Year in which you completed or are expected to complete your studies at this University	
Address you wish the transcript to be sent to (leave blank if you will collect the transcript in person)	

D. Request for additional copies

How many copies will you require?	Free copies (max. 1) : Additional copies (£5 each):
Please confirm your method of payment	<input type="checkbox"/> By credit or other card
	<input type="checkbox"/> By cheque (payable to "The University of Birmingham" and drawn from a Sterling bank account. Please write your name and student ID on the back of the cheque)
Please provide Credit/Debit/Switch card details (transcripts only)	Card number:
	Card holder's name(s):
	Card expiry date:
	Card issue date (for Switch/Solo cards only): Card Issue No.
	Security Code: (the last three digits of the number on the signature strip)
	Amount to pay (in £ Sterling):
Please sign and date this form to confirm the details of your request as set out on this form, and to authorise The University of Birmingham to obtain payment	Signed:
	Date of signature: