

**2011/12**  
**TRANSC/REQ**



**BIRKBECK – UNIVERSITY OF LONDON**

**Transcript Request Form**

**There is a £10 charge per copy of transcripts. You may make a card payment over the telephone to us at the number below. An official transcript will show personal details, details of study (including individual module marks) as well as the final classification of the award. Transcripts will be issued within 10 working days of receipt of the request and payment. All transcripts are sealed within an official envelope before being stamped, signed and dated. We no longer accept cheques for payment. If you wish to pay with cash, please make your request in person at the My Birkbeck Helpdesk.**

Full Name: ..... Date of Birth: .....

Telephone No.: ..... Email Address: .....

Programme of Study: .....

Dates of Attendance: (from) ..... (to) ..... Date of Request: .....

Number of Transcripts Required: ..... To be: COLLECTED / POSTED (please circle/delete as appropriate)

Postal Address(es): (if sent by post)

Address 1	Address 2	Address 3

Have you made a transcript request to Birkbeck previously? YES / NO (please circle/delete as appropriate)

**Please note that we will not begin processing requests until payment has been received. If you choose to collect your transcript(s), they will be available from the My Birkbeck Helpdesk in the main College building at Malet Street. We will email you to inform you when they are available for collection. Please check the My Birkbeck website for the location and information regarding opening hours at <http://www.bbk.ac.uk/mybirkbeck/>**

<b>Registry Services Use Only:</b> Date Received:                      Initials: Receipt No.:                          Date Issued:	<b>My Birkbeck Helpdesk Use Only:</b> Payment Method: CASH / CREDIT CARD Amount Paid: £ Initials:
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