

# Student and Academic Services

## Transcript Request Form



<b>Surname:</b>	
<b>Forenames:</b>	
<b>Date of Birth</b>	
<b>Student Registration Number:</b>	
<b>Date Requested:</b>	

<b>Course</b>	
<b>Campus where studied</b>	

<b>Years of Study</b>	<b>From:</b>	<b>Classification:</b>
	<b>To:</b>	

Please note you will only receive a record of achievement for confirmed assessment marks following a formal award board.

<b>Address to which Transcript should be posted:</b>	
	POSTCODE:

or

<b>I confirm that I give consent for Staffordshire University to forward this transcript to:</b>	
	POSTCODE:

<b>Signature of Student:</b>	
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### For Office Use Only

**Sent to Address:**

Please Return to: Information Point, Cadman Building, Staffordshire University, College Road, Stoke on Trent. ST4 2DE or scan to [information-centre@staffs.ac.uk](mailto:information-centre@staffs.ac.uk)  
The easiest method of payment is by credit or debit card. You can do this by ringing the Finance Office on +44 (0)1782 294412 or +44 (0)1785 353536. Please quote cost centre 221000.