

## Student and Academic Services Transcript Request Form

<b>Surname</b>	
<b>Forenames</b>	
<b>Date of Birth</b>	
<b>Student Registration Number</b>	
<b>Telephone Number (in case we need to get in touch with you)</b>	
<b>Email address</b>	

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

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

**Please send us a copy of an identification document containing your photograph such as your passport or driving licence. This is for verification of your identity only and it will be securely destroyed by the University.**

Please send the completed form to [studenthub@staffs.ac.uk](mailto:studenthub@staffs.ac.uk). Payment can be made for the transcript at <https://shop.staffs.ac.uk/replcertsandtrans.html>