

10. Address(es)/ Email Address(es) to which documents are to be sent: (continue on a separate sheet if necessary for additional addresses)

Number of copies
Sealed* Yes/No
Marking Scheme** Yes/No

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Sealed* Yes/No
Marking Scheme** Yes/No

*Individually sealed documents may be required if you are sending to a third party. These will contain the signature of the official university signatory across the seal.

**Marking schemes can be provided on request to support transcripts. These however may not be available especially for the earlier awards.

** World Education Services (WES) – we upload the documents through the University’s secure system. Please provide your WES Reference Number.

In signing this form you are authorising the University to provide results/ details of the academic record requested as in number 9 on the First Page, and should note that a transcript will indicate unsuccessful attempts at examinations as well as passes.

Please note that for some of the older awards, it is not always possible to provide a complete transcript of results. We will always provide as much information as possible but may issue a letter of certification instead which indicates no transcript can be produced.

Where possible please indicate your Student Number, as this will assist us in locating your records more easily.

By providing us with an email address, this will enable us to contact you more easily in case of any query with your application.

I declare that the information given on this form is correct to the best of my knowledge and belief.

Name (BLOCK CAPITALS)

Signature Date

Please return the complete Application Form along with the Fee Slip / Online Confirmation of Payment to: University of London Transcripts Office, Stewart House, 32 Russell Square, London, WC1B 5DN
OR by email: Transcripts@london.ac.uk