

## MSC ACADEMIC TRANSCRIPT REQUEST FORM (Face-to-face only)

- MSc academic transcript requests must be submitted by the former student only
- Current MSc students cannot be provided with an academic transcript until they have completed their studies and had all assessment results confirmed by the end of year Board of Examiners
- Alumni who studied a joint MSc programme with the LSE or RVC should contact the partner institution for an academic transcript
- Alumni who studied prior to 1999-2000 are not able to request a transcript through LSHTM and should contact the University of London directly – [transcripts@london.ac.uk](mailto:transcripts@london.ac.uk)
- Please allow 10 working days for processing
- Return the completed MSc transcript request form to [studentrecords@lshtm.ac.uk](mailto:studentrecords@lshtm.ac.uk)
- There is a £10.00 administration charge for one single endorsed academic transcript and a £35.00 charge for five. Please make your payment via the following - <http://epay.lshtm.ac.uk/>
- Please note that we will only process orders for which payment has been received. The payment must be made in your own name. Any orders received without payment will be cancelled after 10 working days

<b>Title</b>		<b>Student ID Number (if known)</b>	
<b>Forename(s)</b>		<b>Date of birth (DD/MM/YY)</b>	
<b>Family name / surname*</b> <i>*at time of graduation</i>		<b>Telephone Number</b>	
<b>Email address</b>			

<b>Year of award</b>	
<b>Programme of study</b>	

<b>How many copies of the academic transcript are required?</b> <i>Maximum of 5 per request</i>		
<b>Do these need to be enclosed in officially stamped, sealed envelopes?</b>		Yes / No
<b>How do you wish to receive your transcripts?</b>  <i>Please tick appropriate box</i>	Sent by first class post to the address above	
	Sent by couriered mail <i>*It is your responsibility to arrange payment and collection with the courier directly.</i>	
	Collected in person from the Registry	
	Sent directly to a third party, i.e. another university, FPGE, NABP, PEBC, etc – <i>please provide full name and address details below</i>	
<b>Address for mailing</b>		

<b>Payment <a href="#">Order Number</a></b>	
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<b>Signed</b>	
<b>Date</b>	