



**Registry**

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## SHORT COURSE ACADEMIC TRANSCRIPT REQUEST FORM

- Short Course transcript requests must be made in writing by the alumnus. **Current Short Course students are not able to make transcript requests prior to completion.**
- Please allow 10 working days for processing
- Return the completed Short Course transcript request form to [assessments@lshtm.ac.uk](mailto:assessments@lshtm.ac.uk)
- **THERE IS A £10.00 ADMINISTRATION CHARGE FOR ONE SINGLE ENDORSED ACADEMIC TRANSCRIPT REQUESTED AND A £35.00 CHARGE FOR A BATCH OF FIVE ENDORSED ACADEMIC TRANSCRIPTS - <http://epay.lshtm.ac.uk/>**
- Please note that we will only process orders for which your payment is also received. The payment must be made in your own name. Any orders received without payment will be cancelled after 10 working days.

<b>First name(s)</b>		<b>Family name/surname (at time of completion)</b>
<b>Title (Dr, Mr, Ms, etc)</b>		<b>Family name/surname (if now different)</b>
<b>Date of birth</b> (DD/MM/YY)	<b>Month and Year of Award</b>	<b>Course of study (Short Course only)</b>
<b>Address for correspondence</b>		
<b>Postcode / Zip code</b>		<b>Country</b>
<b>Telephone number</b> <i>Including country code</i>		<b>E-mail address</b>

- How many copies of your transcript do you require\*?** \_\_\_\_\_  
*\*Maximum 5 per request*
- What number of these (if any) need to be in stamped, sealed\* inner envelopes?** \_\_\_\_\_  
*\*Sealed envelopes are not to be opened by the student*
- How do you wish to receive your transcripts?**  
 Sent by first class post to the address above  
 Sent by couriered mail\* *\*It is your responsibility to arrange payment and collection with the courier directly.*  
 Collected in person from the Student Hub  
 Electronic copy – sent to the email address in the section above  
 Sent directly to a third party, i.e. another university, FPGEC, NABP, PEBC, etc  
 Name of third party \_\_\_\_\_  
 Postal or email address \_\_\_\_\_  
 \_\_\_\_\_
- Please confirm your [Order Number](#):** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_