

**APPLICATION FORM NOTES FOR STUDENTS WHO STUDIED UNDER
THE DISTANCE LEARNING MODE OF STUDY - OF THE UNIVERSITY OF LONDON**
(if you were not a **Distance Learning** student please contact this office for further information)

If you require a **replacement certificate** please contact the **Diploma Production Office**
diploma.enquiries@london.ac.uk Phone + 44 (0)20 7862 8301 Fax: (0)20 7862 8287

HOW TO APPLY

Please read these notes very carefully before completing the application form and fee slip. Ensure that both are signed and dated. If you have any questions on the fee amount payable please contact this office before completing the fee slip or making an online payment. Processing will not begin until the application is received and the fee paid. We cannot accept applications from third parties unless they are accompanied by a written authority from the student/graduate bearing their original signature.

Applications must be returned **BY POST** (as we require your original signature) to the following address:
Transcripts Office, Stewart House, 32 Russell Square, London WC1B 5DN

Documents once produced cannot be faxed or emailed as they contain the University Seal and official signature.

Indicating an email address, or UK telephone number will enable us to contact you easily in case of a query with your application. Please note that we are unable to call overseas.

FEE STRUCTURE

Please read the notes overleaf regarding what documents are provided. **Please contact us directly before applying if you have any queries on what you are applying for or the fee required.** Refunds under a certain amount may not be economically viable.

For your convenience payments can be made online at

http://store.london.ac.uk/browse/extra_info.asp?compid=1&modid=1&prodid=1335

(although the application form will still have to be returned by **Post**). If using this method please ensure you complete the relevant section of the fee slip including the five digit transaction code

The fee quoted for each type of document will provide you with **up to two copies.**

Transcripts:

Qualification awarded before October 1987	£30
Qualification awarded after October 1987	£25
Additional copies ordered at the same time or within 10 months of previous request	£2.50 each

Letters of Certification/Syllabuses/Certified copies of Certificates

(fee relates to each *type* of document. Please read notes overleaf with regard to Certified copies of certificates)

Each type of document	£15
Additional copies ordered at the same time	£1.50 each
Additional copies of Letters of Certification ordered within 10 months of previous request	£1.50 each

Postage costs (UK First Class and overseas Air Mail) are included in the above fees. **We do not provide facilities for sending documents by courier.** If a courier service is required you will need to include a **fully completed and signed return prepaid airway bill** with your application. This must show your **account number** with the courier company (not your credit card number). Staff in this office will not sign when documents are collected, neither will they complete "sender" details on airway bills, and the courier service messengers will not collect packages unless this information is present.

EXPLANATION OF THE DOCUMENTS WE CAN PROVIDE

TRANSCRIPTS are the full academic record of your studies. They will show papers taken and either numerical marks or alphabetical grades, depending upon how your qualification was/is marked. All attempts at examinations will be shown. Registration dates will be indicated (where known), classification and the date of award (where appropriate). Some of the University records are incomplete and may not show the range of options offered, or grades obtained in individual papers. Where you have passed certain papers of a qualification, but failed to qualify for an award, it may not always be possible to specify these papers. Records for the **BSc Special** degrees and those taken under **Special Relation** may be incomplete. As full a transcript as possible will always be provided.

We cannot provide transcripts for **MSc** or **MA** awards prior to 1988. If a transcript is required for such awards please contact us for clarification on what can be provided. We are also unable to provide transcripts for research based qualifications such as **PhD's** or **MPhil** awards. Letters of certification for research based qualifications will stipulate that no transcript is available.

Partial transcripts are complete records of examinations taken to date. If you are currently studying for a qualification (or did not complete an award) and require a partial transcript the transcripts fee is still payable. If, however, you then require subsequent transcripts showing further exams a new application and fee is required.

Transcripts for graduates prior to 2007 are produced manually and contain the signature and seal of the Chief Operating Officer of the External System. However, if you graduated from 2007 *and have received a Diploma Supplement*, the transcript will be a copy of the relevant pages from that document and will bear the signature and seal of the Vice-Chancellor of the University of London. The **Diploma Supplement** has been issued to Distance Learning Students graduates from 2007 automatically, alongside their certificate. It includes details on the award itself as well as the information that would be indicated on a transcript. It can however take up to three months from the date of award for this document to be issued, and only one copy will be produced.

Please note that results may not always be available to meet deadlines. If you are due to sit examinations this summer, we do not expect to be able to issue transcripts until at least September. Please indicate clearly on your application form if you require partial or complete transcripts (or both).

Because of the number of applications received, particularly at certain times of year, delays can occur and may reach many weeks. We advise all applications are made as far in advance of any deadline as possible.

LETTERS OF CERTIFICATION

These are official letters which certify that you have been awarded a qualification. They do not show individual papers taken. The information on this document also forms part of any transcript and therefore you may not need to apply for both documents. These letters indicate your date of award and classification (if appropriate). Where a qualification was examined in "Parts" (e.g. LLB or Old Regulations BSc Economics degrees) letters can also be provided to confirm successful completion of a "Part." Letters of certification are often used as confirmation of award between issuance of the notification of results and your certificate. They are also used as evidence of qualification where a graduate has lost or misplaced their original certificate and they need evidence of qualification. Letters of certification for **research degrees** will include the field of study and thesis title, information not held on the certificate itself and are often useful to support applications for jobs etc as evidence of area of study.

CERTIFICATION OF PHOTOCOPIES (CERTIFICATES AND SYLLABUSES)

Certified copies of the syllabus for your studies can be provided, where available. This will show the relevant pages of the regulations from the time that you took each examination.

Certified copies of your certificate can only be provided if you provide A4 photocopies of your original degree certificate for us to certify. We cannot certify colour copies.

All official documents will contain the signature and raised seal of the Chief Operating Officer (except where indicated above for transcripts)

Please contact this office before applying if you have any questions regarding which documents you are applying for, or if you wish clarification on fee required:

Transcripts Office, Stewart House, 32 Russell Square, London WC1B 5DN Email: transcripts@london.ac.uk

Telephone (9am – 5pm) +44 (0) 207 862 8549