

Academic Transcript Request

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| Last name: | Student Banner ID: |
| First name: | Date of Birth:  |
| Postal Address & Telephone Number: | Email Address: |
| Programme Title:  |
| Date of request:  |
| If pre-1992, start date of study:  |
| If pre-1992, end date of study:  |
| Name of Institution (eg. UWS, University of Paisley; Bell College): |

Please tick one of the boxes below:

Please email my transcript

I will collect my transcript from the Hub at Paisley campus or the Student Link at Ayr, Dumfries, Lanarkshire or London campus

Please post my transcript. Note: We will only post a transcript where you have a specific requirement. Please state your reasons below:

Email your completed form to hub@uws.ac.uk

Staff at the Hub will endeavour to process your request within 5 working days

**Please Note:**

Computerised records only began in session 1992/1993. If your initial study with the University took place before September 1992, it will be necessary to prepare a manual transcript. This will take a little longer.

If you have further queries, please contact the Hub on 0141 848 3800.