

# **ACADEMIC TRANSCRIPT ORDER FORM**

An Academic Transcript gives details of a student's academic studies at UEA.

Depending on the years and course studied the format of UEA Academic Transcripts vary. All Academic Transcripts contain information on the course and units studied, and awards achieved, but for students in the following categories transcripts are not presented in the EU Diploma Supplement style:

- Undergraduate students commencing their studies in or prior to 1993/94
- Taught postgraduate students commencing their studies in or prior to 2000/01
- All research students

Please complete and send this form to the Student Records Office. You will then be advised of the amount to pay and the payment options available.



**University of East Anglia**

**Student Records Office**  
Finance, Planning and Governance

University of East Anglia  
Norwich Research Park  
Norwich, NR4 7TJ  
England

Email: [student.records@uea.ac.uk](mailto:student.records@uea.ac.uk)  
Tel: +44 (0) 1603 59 2200

***Please note that orders can take up to 30 working days (6 weeks) to be processed and issued.***

<b>Student Details</b>	
Title and Full Name <i>(please write clearly and check spellings)</i> :	
Date of Birth:	Student number:
Home address and address to which document(s) should be sent	Delivery address (if different):
Telephone number:	
E-mail:	

<b>Course Details</b>	
Current student (please delete as appropriate):	
School of Studies:	
Year of graduation and/or leaving UEA:	
Course studied (e.g. BA, BSc etc):	Course level (Please tick those that apply):
	<input type="checkbox"/> Undergraduate (UG)
	<input type="checkbox"/> Postgraduate Taught (PGT)
	<input type="checkbox"/> Postgraduate Research (PGR)
Any further detail e.g. degree title, class, year abroad, etc:	

\* If you are a current student you are not entitled to the initial free copy of your transcript until after you have graduated or left UEA for other reasons.

Data Protection: how UEA uses your information

<https://www.uea.ac.uk/about/university-information/statutory-and-legal/website>

Order Details				
		Cost per item	No. of items	Total cost (£)
<b>Number of copies</b>	Students who graduated, or left UEA for other reasons, prior to the academic year 2005/6 pay for all copies. Those who graduated, or left UEA for other reasons, in or after the academic year 2005/6 receive the first copy free.	£10.00		
<b>Signed and sealed envelopes</b>	Transcripts can be sent in signed and sealed envelopes on request at a cost of £4:00 per envelope.	£4.00		
Delivery Options				
Standard UK and Standard International delivery is free of charge.		Cost per item	No. of items	Total cost (£)
<b>UK Next Day Special Delivery</b>	UK addresses only <i>Please see the notes below for further information.</i>	£6.40		
<b>International Special Delivery</b>	Non-UK addresses only <i>Please see the notes below for further information.</i>	£7.00 / £9.00		
<b>Scanned and emailed PDF</b>	Only undertaken <b>in addition</b> to postal delivery at a charge of £6.00 per email address.	£6.00		
<b>DHL Delivery</b>	Only available to addresses outside the UK	£35.00		
<b>Other/Notes</b>				
<b>TOTAL AMOUNT PAYABLE:</b>				

### Special Delivery Options

Unless otherwise requested, transcripts are posted via second class post (for UK addresses) or via International Standard (for International Addresses) free of charge.

#### UK Next Day Special Delivery

This is intended to ensure that items reach their destination no later than 1pm on the day after they are posted and requires a signature on receipt. Full details of this service are available on the Royal Mail website

**Requesting UK Next Day Special Delivery does not mean that the transcript will be despatched on the day after the order is placed.**

#### International Special Delivery

\* The cost depends on the size of the envelope used:

- £7.00 – small envelope (this is the default size / cost)
- £9.00 – large envelope

#### DHL Courier Service (outside of the UK only)

For an additional fee of £35.00 per delivery address we can despatch transcripts by DHL Courier Service to most countries. Please contact the Student Records Office (student.records@uea.ac.uk) for further details.

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For more details on the special delivery options, please visit our Special Delivery Options page on the UEA website (<https://www.uea.ac.uk/about/alumni-and-supporters/student-records/document-costs-and-delivery-charges/special-delivery-options>).