



REQUESTING A TRANSCRIPT

A UW Lampeter transcript is the official record of your academic achievement at UW Lampeter and carries the University stamp and signature of the Registrar and Secretary.

- Transcripts may be sent directly to other institutions and employers by the Academic Registry or given to students in sealed envelopes
- Other institutions will only regard transcripts as being official if the envelope is received by them unopened
- The Academic Registry does not issue unofficial transcripts

REQUESTING AND RECEIVING A TRANSCRIPT

- Students request transcripts by completing a transcript request form from the website
- Transcript requests can be submitted in person, by fax or mail. They cannot be emailed as they require a signature.
- Transcripts can be sent by mail or courier, the latter for an additional fee
- Every effort is made to process transcript requests within 15 working days – this may take a little longer during busy periods
- Please note that in some cases a full transcript may not be available – in such cases a letter will be provided confirming the details of the student's candidature.

COST

- Every UW Lampeter student is entitled to one free transcript which is issued at graduation. Charges are made for subsequent copies (see request form for prices).
- If courier service is requested, an additional charge of £15.00 is payable per address.
- Payment can be made by credit card, debit card or by cheque (made payable to University of Wales, Lampeter).
- The Academic Registry is unable to release transcripts to students with outstanding financial obligations to the University.
- We cannot accept any responsibility, including financial, for transcripts lost in the post.

