



TRANSCRIPT REQUEST

Important

- For transcripts of results post-1986, there is up to a one week processing period
- For transcripts of results pre-1986, there is up to a 3 week processing period
- A fee of €4 for one years results, or €10 for a full academic record, must accompany this request (no fee required if transcripts to be posted to another College / University)
- You may pay by cash if you collect the transcript. Please do not send cash in the post.
- This form **MUST** be signed by the student concerned

Surname: _____ First Name: _____

Student Number: _____ Contact Telephone Number: _____

Date of Birth: _____ Email : _____

Course(s) Undertaken: _____

From Year: _____ To Year : _____

Year(s) Requested (*please circle choice*): 1st 2nd 3rd 4th 5th Final All

Reason for requesting transcript:

Please state your method of payment:

€ Cheque € Money Order € Bank Draft Credit/Debit Card Cash

Card No:

Cardholder Name: _____ Exp Date: _____

Please return the signed and completed form with the fee as follows

<p>Post To:</p> <p><i>Transcript Requests Student Contact Centre, Áras Uí Chathail National University of Ireland, Galway, Ireland</i></p>	<p>Fax To:</p> <p>(091) 495525</p>	<p>Email Scanned copy to:</p> <p>scc@nuigalway.ie</p>
---	---	--

Address to which transcript should be posted:

Alternatively, you can authorise a relative or friend to **collect** your transcript

Name of person collecting your transcript:

Signature of Student: _____ **Date:** _____

Office Use Only:

Initials _____ Date Posted _____