

On Line Transcript Request Form



**Middlesex
University**

Please complete all parts of this form in **BLOCK CAPITALS** and in blue or black ink

For UK/EU Applications Please Return To:

UK/EU Admissions Office, Middlesex University, North London Business Park, Oakleigh Road South, London, N11 1QS, United Kingdom

Telephone: 020 8411 5555 (+44 20 8411 5555)

Fax: 020 8411 5649 (+44 20 8411 5649)

For International Applications Please Return To:

International Admissions Office, Middlesex University, North London Business Park, Oakleigh Road South, London, N11 1QS, United Kingdom

Telephone: 020 8411 4700 (+44 20 8411 4700)

Fax: 020 8411 5650 (+44 20 8411 5650)

OFFICE USE ONLY

Student Number:

M _____

1. Applicant Details

Surname/Family Name: _____

First Name: _____ Date of Birth: _____

Unique ID Number: _____

Programme(s) Applied For: _____

2. Transcript Details

Name Of Institution: _____

Country Of Origin: _____

Qualification Gained: _____

Award Classification / Grade: _____

Dates Of Study: _____

Number Of Pages Enclosed: _____

3. Notes for Guidance

The viewing of your transcripts and certificates are an integral and important part of the selection process and the information you provide will help to guide admissions tutors in making their decisions. Please follow the instructions below.

- Please print and fully complete this form in block capitals using blue or black ink.
- Do not submit original copies of your documents to the university at this stage. The university takes no responsibility for original documents which are submitted and subsequently lost or damaged. Original documents will be required at enrolment.
- Please ensure that if your transcripts are double sided both sides of the document are copied and submitted to us.
- If you are submitting transcripts from more than one institution, please submit a completed copy of this coversheet with each set of documents.
- Ensure that all documents are firmly affixed to each coversheet.
- Send all documents to the appropriate office as detailed at the top of this page.