

# Transcript Order Form

Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Degree Title and Subject \_\_\_\_\_  
Year of Matriculation \_\_\_\_\_  
Year of Completion \_\_\_\_\_  
Name of Personal ('Moral') Tutor \_\_\_\_\_  
E-mail address/Telephone number \_\_\_\_\_

**Signature:**

*I hereby certify that I am the above  
named person.*

Have you ordered a transcript from LMH before?  Yes  No  
May we update your contact details in the LMH Development Office?  Yes  No

## Details of Request

**Today's Date** \_\_\_\_\_

**Date documents are required** \_\_\_\_\_

**Documents Requested**  Transcript (3 weeks' notice). Copies required: \_\_\_\_\_  
 Expedited Transcript\* (3 working days at cost of £15). Copies required: \_\_\_\_\_  
 Degree Confirmation Letter (no cost). Copies required: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Postal Address(es) for Delivery** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Delivery method**  Collect in person from LMH Porters' Lodge  
 PDF e-copy. E-mail address to send to: \_\_\_\_\_  
 Transglobal Express service requested (at cost: see  
www.transglobalexpress.co.uk)  
 Royal Mail outside EU (at cost):  Air Mail  
 Other: \_\_\_\_\_

**Additional Requirements**  Sealed envelopes  
 Other special requirements: \_\_\_\_\_

## Payment details

**By cheque:**  Enclosed (£ sterling only)

**By postal order:**  Enclosed (£ sterling only)

**By debit or credit card:** **Please call +44 (0) 1865 274 311 to provide payment details over the phone.**  
We will need to ask you for the following details:

Type of Card  
Card Number  
Expiry date  
Security Code (last three digits printed on the signature strip on back of the card)  
Issue Number  
Start date  
Cardholder's Name & Address

*Please return the completed form to the Students' and Fellows' Assistant by email  
([academic.office@lmh.ox.ac.uk](mailto:academic.office@lmh.ox.ac.uk))  
Or post (LMH, Norham Gardens, Oxford, OX2 6QA)  
Telephone: +44 (0) 1865 274 311*