Transcript Order Form

LMH
Lady Margaret Hall

Name	
Date of Birth	
Degree Title and Subject	
Year of Matriculation	
Year of Completion	
Name of Personal ('Moral') Tutor	
E-mail address/Telephone number	
I hereby certify that I am the above named person.	**Signature:**

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 international delivery (at cost)
	☐ Other (eg. tracked, next day delivery, etc) (at cost):
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:	Once your transcript has been posted we will contact you with the cost and ask you to call to provide your card details for payment. 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 Academic Office Assistant by email (academic.office@lmh.ox.ac.uk)
Or post (LMH, Norham Gardens, Oxford, OX2 6QA)
Telephone: +44 (0)1865 274 352