

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	<input type="checkbox"/> Transcript (3 weeks' notice).	Copies required:
	<input type="checkbox"/> Degree Confirmation Letter.	Copies required:
	<input type="checkbox"/> Other:	

Delivery method

- ☐ Collect in person from LMH Porters' Lodge
- ☐ PDF e-copy. Email address to send to:
- ☐ Royal Mail 1st Class
- ☐ Royal Mail International Standard (at cost)
- ☐ Other (eg. tracked, next day, etc) (at cost):

Postal Address(es) for Delivery

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