

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: _____	

Postal Address(es) for Delivery _____

Delivery method

<input type="checkbox"/> Collect in person from LMH Porters' Lodge
<input type="checkbox"/> PDF e-copy. E-mail address to send to: _____
<input type="checkbox"/> Transglobal Express service requested (at cost: see www.transglobalexpress.co.uk)
<input type="checkbox"/> Royal Mail international delivery (at cost)
<input type="checkbox"/> Other (eg. tracked, next day delivery, etc) (at cost): _____

Additional Requirements

<input type="checkbox"/> Sealed envelopes
<input type="checkbox"/> 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