

## Transcripts

If, after leaving WEST, you are applying for a further course of study at another academic institution, you may be required to provide an official transcript of your academic record at WEST. A transcript gives details of the subjects you have studied, the year in which you studied them, and the grade or mark awarded. It also records the class of Honours degree obtained (if applicable).

Transcripts may be obtained from the Academic Registry. There is a charge for this service (see below). Producing a transcript is a time consuming process. Normally, a transcript will be issued 10-15 working days after the date of receipt of your application and payment. However, at busy examination and induction periods (May/June, September, December/January) it may take several weeks for a transcript to be issued.

### How to apply for a transcript

If you wish to receive a transcript please follow these steps:

1. Send the following information to WEST by post (email and telephone requests will not be accepted):
  - Full name (Give all names. If your name has changed since you left WEST please give details.)
  - Course(s) undertaken.
  - Year(s) in which you began and ended your studies.
  - Address to which transcript(s) should be sent.
2. Enclose a cheque, postal order or banker's draft in pounds sterling, made payable to WEST, for the full amount due (see list of charges below).
3. Send your request and payment to: Academic Registry, Wales Evangelical School of Theology, Bryntirion House, Bridgend, CF31 4DX, UK.

### Charges

Charges cover the cost of production of the transcript and of postage to both UK and international addresses. Transcripts will be sent by first class post to UK addresses and by standard airmail services to international addresses. We do not send transcripts by courier services.

Charges are higher for a first request for a transcript due to the time involved in producing a new transcript. Additional, identical, copies are available at a lower price. If there has been a change to your course details (for example, if you last requested a transcript before completing your course) your application will be classed as a first request and the higher charges will apply.

<b>First copy</b>	<b>Second and subsequent copies</b>	<b>Multiple copies</b>
£10.00	£2.50	Up to 5 copies = £15
		Up to 10 copies = £20