



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. 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).

When you studied at WEST, you were either also a student of the University of Glamorgan, the University of Wales, Trinity St David or the University of Chester; or you were studying without any accreditation. Please follow the guidelines below according to which one is applicable to you:

University of Glamorgan / Non-Accredited Study Alumni

Transcripts may be obtained from the Academic Registry at WEST. 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 payment¹. However, at busy times, it may take several weeks for a transcript to be issued.

<p>BY POST:</p> <p>1. Send the following information:</p> <ul style="list-style-type: none"> • Full name (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. <p>2. Send 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) or pay online at http://www.west.org.uk/shop/collection/catalog/)¹</p>	<p>BY EMAIL:</p> <p>1. Send the following information:</p> <ul style="list-style-type: none"> • Full name (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. <p>2. Send 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) or pay online at http://www.west.org.uk/shop/collection/catalog/)¹</p>
<p>Address: Transcript request, Academic Registry, WEST, Bryntirion House, Bridgend, CF31 4DX</p>	<p>Address: academicregistrar@west.org.uk</p>

¹ No work will be started on producing a transcript until payment has been cleared by the Finance Officer.

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.

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

We are unable to release transcripts to former students with outstanding financial obligations to WEST.

University of Wales, Trinity St David/Lampeter Alumni

You will need to contact the Registry at UWTSD directly for a transcript for your studies at WEST. See www.trinitysaintdavid.ac.uk/en for contact details.

University of Chester Alumni

You will need to contact the University of Chester directly. Please see www.chester.ac.uk for details.

If you have any queries, please address them to academicregistrar@west.org.uk.