

Confirmation of Studies/Transcript Request form

The processing time may take up to 10 working day. At busy periods the turnaround time can be up to 14 working days. To protect your interests, we may need to ask you for proof of your identity.

The processing time for records created prior to 2011 is a minimum of 10 to 14 working days.

For records created prior to 2004, The University may only be able to confirm the title and date of the award.

Please see disclaimer at <http://www.hw.ac.uk/students/studies/record/confirming-your-student-status.htm>

Confirmation of studies letter - confirmation of enrolment period and any awards

Academic transcript – transcript of results - Grades (A, B, C etc.) The university does not provide a grade point average (GPA)

Personalised letter – addressed to third parties with added approved wording

3rd party award verification for students are processed via HEDD Higher Education Degree Datacheck at <http://www.hedd.uk>

Personal Details

Full Name HWU ID Number

Date of Birth Email Address

Contact Phone Number WES Reference Number (if applicable)

Documents will be issued in the format of an official PDF (logo, stamped and signed)

If the document(s) are to be issued to a 3rd party, please state the 3rd party email address below, with any reference number if applicable

Programme of Study

Programme of study (e.g. Computer Science)

Graduation/Leaving Date

Authorising SignatureDate.....

What You Require

Please tick

Transcript of results, e.g. A, B, C etc

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If you require marks e.g., 85% please write yes/no here

Confirmation of studies letter

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Personalised letters

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