

**Application for a Duplicate Academic Transcript/ Diploma Supplement**

**Applicants - how your information will be used**

Your personal details need to be collected and processed by Bishop Grosseteste University (BGU), in order to process your request for a duplicate Academic Transcript/Diploma Supplement.

The details collected as part of this application, including your photocopied ID document, will be held securely in electronic form (or paper form if you are submitting your application by post), within the Student Administration Office. The data will be used solely for the purpose of processing your request and accessed for this reason only. The Student Administration Office will review the retention of your records annually and your data will not be held for longer than one year after the last action taken. After this time they will be securely deleted/destroyed. By signing this form you agree to your details being used as described.

For full details regarding how your information is used including data sharing, the processing of sensitive information, and your legal rights, please ensure you have read our [**Privacy Policy**](http://www.bishopg.ac.uk/wp-content/uploads/2018/05/Privacy-Policy.pdf). Please also see our ‘privacy notice for students’. <https://www.bishopg.ac.uk/wp-content/uploads/2018/05/Student-privacy-notice.pdf>

**Applicant details**

**Details of Award**

|  |  |
| --- | --- |
| **Full Name at the time of the Award** |  |
| **Student number if known** |  |
| **Date of Birth** |  |
| **Award Conferred** |  |
| **Classification** |  |
| **Year of Award** |  |
| **Award Title** |  |
| **Current Address** |  |
| **Email address** |  |
| **Telephone number** |  |

**Please enclose a form of identification with your application. If your name is the same as when you graduated you may use a photocopy of either of the following, Passport, Driver’s Licence or Birth Certificate. If your name has changed since you graduated your application must be accompanied by a legally valid certification of your former name e.g. Marriage Certificate or Deed Poll Certificate**

**Notes:**

* Replacements will bear the name of the graduate as they were known at the time of graduation i.e. names cannot be changed except under exceptional circumstances.
* Replacements will carry the following statement ‘This is a certified duplicate Academic Transcript/Diploma Supplement, reissued on 00/00/00.
* Duplicate Academic Transcripts/Diploma Supplements will only be sent directly to the applicant.

|  |  |
| --- | --- |
| **Applicant’s signature** |  |
| **Date** |  |

**Witnesses - how your information will be used**

Your information will be used to support this application process as described on page 1. By signing this form you agree to your details being used accordingly. To find out more about how the University processes personal data and your legal rights, please see our [**Privacy Policy**](http://www.bishopg.ac.uk/wp-content/uploads/2018/05/Privacy-Policy.pdf).

**Witness details**

|  |  |
| --- | --- |
| **Full name of witness** |  |
| **Signature** |  |
| **Occupation** |  |
| **Affix or impress official seal or stamp here with the address and number for verification** |  |

**Witness must be a person working in a recognised profession**

**Payment**

An administration fee of £20 is payable in advance of the issue of a transcript/diploma supplement

Click on the following to make payment through the on-line shop: <http://ecommerce.bishopg.ac.uk/>

**For office use only**

|  |  |  |  |
| --- | --- | --- | --- |
| Date received: |  | Payment received: |  |
| Identification provided: |  |
| Authorised by: |  | Dispatched on date: |  |