



## Request Form for Transcripts

(For graduated students only)

Please fill in the form and submit it to Registry Reception Desk on 8<sup>th</sup> floor of Central Building, or send the scanned copy to [Transcripts@xjtlu.edu.cn](mailto:Transcripts@xjtlu.edu.cn). A confirmation email with bank account information and payment amount will be sent to you after your request is received.

### Request Details:

Surname		First Name	
Student ID		Programme	
Email Address		Contact Number	
Study Route	<input type="checkbox"/> 4+x <input type="checkbox"/> 2+2		
XJTLU Academic Transcript			Quantity:
UoL HEAR (Only for 4+x undergraduates who graduated before 2017)			Quantity:
Collection Mode	<input type="checkbox"/> Pick up in person <input type="checkbox"/> Scanned copy via email <input type="checkbox"/> Express Mail (Please provide your address details below if you choose this option. Courier fee will be charged according to the fee criteria of EMS.)		
Address Details			

### Declaration:

\* I have read the relevant instructions posted on XJTLU webpage and agree to abide by them. And I am aware it normally takes 5 working days to process my document upon receipt of my payment.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_