

# Transcript and Certificate Application Form

Before completing this form you should read the **Higher Education Certification Policy**.

If you have any queries please contact Student and Customer Services on +44 (0) 1227 818609 or email [customerservices@libf.ac.uk](mailto:customerservices@libf.ac.uk)

## SECTION 1 - YOUR DETAILS

LIBF number (note 1) \_\_\_\_\_

Title (Mr / Mrs / Ms etc) \_\_\_\_\_ First name(s) / Given name(s) \_\_\_\_\_

Last name / Family name \_\_\_\_\_

Previous name (Please tell us any previous names you have used that would help us link this registration to any other records we may hold for you)  
\_\_\_\_\_

Date of birth (Note 2) \_\_\_\_\_ Gender Male  Female

Preferred email address \_\_\_\_\_

Other email address \_\_\_\_\_

Please provide a telephone number we can use to contact you if necessary:  
Telephone no (Note 3). \_\_\_\_\_ Mobile no. (if different from Telephone no.) \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_

Postcode / Zipcode \_\_\_\_\_ Country \_\_\_\_\_

## SECTION 2 - CONFIRMATION OF IDENTITY (NOTE 4)

In order to complete this declaration you must either be the employer of the person identified at Section 1 or have known them for at least two years. I confirm that (insert below the name of the person who is asking you to complete this declaration)

\_\_\_\_\_ is employed by me / has been known to me for at least two years \* and their name and address are as entered in Section 1 above.

\*delete as appropriate

Title (Mr / Mrs / Ms etc) \_\_\_\_\_ First name(s) / Given name(s) (note 5) \_\_\_\_\_

Last name / Family name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode / Zipcode \_\_\_\_\_ Country \_\_\_\_\_

Professional status (note 5) \_\_\_\_\_

Email address (note 5) \_\_\_\_\_

Daytime telephone number (note 5) \_\_\_\_\_

Signature (note 6) \_\_\_\_\_ Date \_\_\_\_\_

## SECTION 3 - TRANSCRIPT (NOTE 7)

Award \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

**SECTION 4 – CERTIFICATE**

**Re-issue of award certificate** (note 8)

|               |       |               |       |
|---------------|-------|---------------|-------|
| Name of award | _____ | Date of award | _____ |
| Name of award | _____ | Date of award | _____ |
| Name of award | _____ | Date of award | _____ |
| Name of award | _____ | Date of award | _____ |

**Please complete Section 5**

**Re-issue of module certificate** (note 9)

|                |       |               |       |
|----------------|-------|---------------|-------|
| Name of award  | _____ |               |       |
| Name of module | _____ | Date of award | _____ |
| Name of award  | _____ |               |       |
| Name of module | _____ | Date of award | _____ |
| Name of award  | _____ |               |       |
| Name of module | _____ | Date of award | _____ |
| Name of award  | _____ |               |       |
| Name of module | _____ | Date of award | _____ |

**Please complete Section 5**

**Issue of original module certificate** (note 10)

|                |       |               |       |
|----------------|-------|---------------|-------|
| Name of award  | _____ |               |       |
| Name of module | _____ | Date of award | _____ |
| Name of award  | _____ |               |       |
| Name of module | _____ | Date of award | _____ |
| Name of award  | _____ |               |       |
| Name of module | _____ | Date of award | _____ |
| Name of award  | _____ |               |       |
| Name of module | _____ | Date of award | _____ |

**There is no need to complete Section 5 for these certificates**

**Subject certificate** (Banking examinations only)

Award \_\_\_\_\_

**There is no need to complete Section 5 for Banking Examination**

**SECTION 5 – REASON FOR REQUEST (NOTE 11)**

Please tick / complete the appropriate boxes

- 1. My original certificate has not been received within 60 working days (note 12)
- 2. My original certificate has been lost / stolen (note 13) – payment required   
Please explain the circumstances that make you believe that your certificate(s) have been lost / stolen
  
- 3. I did not receive a certificate for the qualification noted at section 4 and confirm that: (note 14)   
I changed my address or employer without advising The London Institute of Banking & Finance whilst studying – payment required   
I notified The London Institute of Banking & Finance prior to the date of issue of the certificate of my change of:  
Address on (date) / /   
Employer on (date) / /   
I have contacted my previous employer to obtain the certificate but they do not have it
- 4. My certificate is incorrect (note 15)   
The correction required is:  
\_\_\_\_\_

**SECTION 5 – REASON FOR REQUEST CONTINUED...**

I notified The London Institute of Banking & Finance of this error on receipt of:

My registration confirmation letter dated

My record of achievement letter dated

The original certificate must be returned with your application

5. My certificate has been damaged (note 16)

In transit

After receipt – payment required

Please describe the damage:

The original certificate must be returned with your application

6. My name has changed and I enclose: (note 17) – payment required

Marriage certificate

Deed poll

The original certificate must be returned with your application

7. Other (note 18) – payment required

Please explain why you are asking us to issue another certificate

**SECTION 6 – PAYMENT DETAILS (NOTE 19)**

**TOTAL PAYABLE £** \_\_\_\_\_

**Payment options**

- Please send me an invoice
- I enclose a cheque for the total payable, made payable to The London Institute of Banking & Finance
- I will pay by bank transfer (ensuring all bank charges are covered)
- I authorise The London Institute of Banking & Finance to debit my Visa / MasterCard / debit card for the total payable

Card number

Expiry date  /  Valid from  /

Issue number  (if applicable) Security number\*

Signed (note 20) \_\_\_\_\_ Date \_\_\_\_\_

\*This is the last 3 digits found on the signature strip on the reverse of your card.

Bank transfer information (please provide your details with the transfer so we can trace your payment):

Account Name: The London Institute of Banking & Finance  
Account Number: 10514632  
Sort Code: 20-17-92  
International Bank Account Number (IBAN): GB22 BARC 2017 9210 5146 32  
SWIFTBIC (Bank Identifier Code): BARCGB22

**SECTION 7 – DECLARATION**

We will process your data in accordance with the principles of the UK Data Protection Act (1998). By supplying your address, telephone number and email details you are giving your consent for us to contact you in any of these ways in connection with this request.

- I confirm that by completing and submitting this form I give consent to the processing of this data.
- I confirm that I have read the Higher Education Certification Policy and understand it.
- I confirm that to the best of my knowledge all the information that I have given is correct.

Signed (note 21) \_\_\_\_\_ Date \_\_\_\_\_

Please note that all unsigned forms will be returned and will result in a delay in the processing of your enquiry.

**OFFICE USE ONLY**

Date form received \_\_\_\_\_

Checked by \_\_\_\_\_ Date \_\_\_\_\_

Correct payment of £ \_\_\_\_\_

Received and processed? Yes  No

Form passed to Assessment and Conferment on Date \_\_\_\_\_

Form received by Assessment and Conferment on Date \_\_\_\_\_

Request checked against policy

Request rejected by \_\_\_\_\_ Date \_\_\_\_\_

Because \_\_\_\_\_

Request approved by \_\_\_\_\_ Date \_\_\_\_\_

Transcript number \_\_\_\_\_ Issued on \_\_\_\_\_

Certificate number \_\_\_\_\_ Issued on \_\_\_\_\_

Transcript/certificate sent to student by \_\_\_\_\_

# Guidance notes for completion of Transcript and Certificate Application Form

Please read these notes carefully in conjunction with the **Higher Education Certification Policy**.

## Section 1 – Contact details

### Note 1 – LIBF number

This number can be found on the confirmation letter that you will have received when you initially registered with The London Institute of Banking & Finance. The number is prefixed by one letter. Members can find their LIBF number on their Alumni membership card.

### Note 2 – Date of birth

Your date of birth must be included on the form so that we are able to confirm your identity when processing your request.

### Note 3 – Daytime telephone number

In order for us to deal effectively with your request, a daytime contact telephone number is required. If we do not have this information a delay may occur in us being able to process your application.

## Section 2 – Confirmation of identity

**Note 4** – Records of achievement and certificates are valuable documents. In order to protect against their fraudulent use, we require confirmation of identity before we will issue or re-issue them.

If you are employed, you may ask your employer to confirm your identity by completing Section 2. If you are self-employed or unemployed you can ask a professional to confirm your identity. This person must have known you for at least two years.

Acceptable professions are:

- Doctor • Banker • Justice of the peace • Teacher • Police officer
- Local councillor • Solicitor / Lawyer • MP

### Note 5 – Personal details

These are the personal details of the person who is confirming your identity.

### Note 6 – Signature

This is the signature of the person who is confirming your identity.

Details of each of your qualifications and their associated examinations are available from **my Studies** area of [www.myifsllearning.com](http://www.myifsllearning.com). If you need advice about the qualifications you have taken, please contact Student and Customer Services on +44 (0) 1227 818609 or email [customerservices@libf.ac.uk](mailto:customerservices@libf.ac.uk).

## Section 3 – Transcript

If you are requesting a Record of Achievement you should complete this section and then Section 5.

**Note 7** – Please tell us the award for which you require the Transcript and the date of award or the last module of the award you have taken.

## Section 4 – Certificate

If you are requesting a certificate you should complete this section and then Section 5.

### Note 8 – Re-issue of award certificate

Please tell us which award certificate(s) you need to have re-issued. Please refer to the Higher Education Certification Policy for the circumstances that are acceptable reasons for re-issue of award certificates. You must now complete Section 5.

### Note 9 – Re-issue of module certificate

Please tell us which module certificate(s) you need to have re-issued. Please refer to the Higher Education Certification Policy for the circumstances that are acceptable reasons for re-issue of module certificates. You must now complete Section 5.

### Note 10 – Issue of module certificate

We do not routinely issue certificates for modules that contribute to an award. However, should you require a certificate at module level we can supply one. A fee will be payable.

Section 5 – Reason for request

### Note 11 – Reason for request

This section only needs to be completed if you are asking us to re-issue a Transcript or certificate. There must be a good reason to do this.

### Note 12 – Certificate not received

If you have not received your original certificate within a maximum of 60 working days of the award being officially confirmed. A fee is not required.

### Note 13 – Certificate lost / stolen

Please give us as much information as you can about the circumstances that have resulted in your application if not one of the specific situations described. A fee is required for the replacement.

### Note 14 – Certificate not received

Students are required to keep us informed of any change of address. If you did not tell us about your move before your certificate was issued there will be a fee to pay.

### Note 15 – Changes advised but not recorded by us

If you told us about a change and we did not record it then we will issue another certificate without payment. Payment is required if you did not inform us of the change before the issue of the certificate. Please make sure that you return the original certificate with the application, as we will not issue the new one until it is received.

### Note 16 – Certificate damaged

If your certificate was damaged in transit, please return it with the form for a free replacement. If your certificate has become damaged after receipt, please return it with the form and replacement fee.

### Note 17 – Change of name

Please return your certificate with the original or certified copy of your marriage certificate or deed poll together with the replacement fee.

### Note 18 – Other

If there is another reason for your request please describe it here. Please check that it is valid in accordance with the Higher Education Certification Policy.

## Section 6 – Payment details

**Note 19** – You may pay by credit / debit card, cheque or bank transfer. If you use a debit card please make sure that you quote the card number (not your account number) together with the issue number.

### Note 20 – Signature of cardholder

If the card you use is not your own, please ensure that the card owner signs Section 6.

## Section 7 – Declaration

A simple declaration is included at the end of the form to confirm that the information that has been given is correct and true.

### Note 21 – Signature

You must sign the application form. Forms that are not signed will be rejected and returned.

Please save a copy of this form to your computer and complete it on-screen before emailing it to [customerservices@libf.ac.uk](mailto:customerservices@libf.ac.uk)

Alternatively, you can print a copy to complete in BLOCK capitals and scan and email it to [customerservices@libf.ac.uk](mailto:customerservices@libf.ac.uk) or post to

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