

Transcript and Certificate Application Form

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

Please save a copy of this form to your computer and complete it on-screen before emailing it to certificate@libf.ac.uk
Alternatively, you can print a copy to complete in **BLOCK** capitals and scan and email it to certificate@libf.ac.uk or post to:
Assessment & Curriculum, The London Institute of Banking & Finance, 4–9 Burgate Lane, Canterbury, Kent CT1 2XJ United Kingdom

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 _____

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 – TRANSCRIPT (NOTE 4)

Award _____

Date _____

SECTION 3 – CERTIFICATE

Re-issue of award certificate (note 5)

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 4

SECTION 4 – REASON FOR REQUESTING A NEW CERTIFICATE (NOTE 6)

Please tick / complete the appropriate boxes

1. My original certificate has not been received within 60 working days (note 7)

2. My original certificate has been lost / stolen (note 8) – payment required

3. I did not receive a certificate for the qualification noted at section 4 and confirm that: (note 9)
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 10)
The correction required is:

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 11)
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 12) – payment required
Marriage certificate
Deed poll

The original certificate must be returned with your application

7. Other (note 13) – payment required
Please explain why you are asking us to issue another certificate

SECTION 5 – PAYMENT DETAILS (NOTE 14)

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 15) _____ 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: 20-18-00

International Bank Account Number (IBAN): GB83 BARC 2018

0010 5146 32

SWIFTBIC (Bank Identifier Code): BARCGB22

SECTION 6 – PERSONAL DATA

We will use and protect your personal data in accordance with current data protection legislation to evaluate your claim. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our **Privacy Notice** (www.libf.ac.uk/privacy).

SECTION 7 – DECLARATION

- I declare that the information contained in this form is true and accurate, consent to the processing and use of personal data as outlined in the **Privacy Notice** and accept our **terms and conditions**.
 I have read the **Higher Education Certification Policy** and understand it.

Signed (note 16) _____ Date _____

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

OFFICE USE ONLY

Date form received _____

Checked by _____ Date _____

Correct payment of £ _____

Received and processed? Yes No

Request checked against policy

Request rejected by _____ Date _____

Because _____

Request approved by _____ Date _____

Transcript _____ 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 – Transcript

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

Note 4 – 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 3 – Certificate

If you are requesting a certificate you should complete this section and then Section 4.

Note 5 – 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 4.

Section 4 – Reason for request

Note 6 – 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 7 – 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 8 – 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 9 – 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 10 – 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 11 – 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 12 – 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 13 – 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 5 – Payment details

Note 14 – 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 15 – 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 16 – 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 **certificate@libf.ac.uk**

Alternatively, you can print a copy to complete in BLOCK capitals and scan and email it to us or post to

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The London Institute of Banking & Finance,
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Canterbury,
Kent CT1 2XJ
United Kingdom