



Transcript Requests

University of Glamorgan / Non-Accredited Study Alumni

Transcripts may be obtained from the Academic Registry at UST. There is a charge for this service (see below). Normally, a transcript will be issued 10–15 working days after the date of receipt of your application and payment¹.

1. Send the following information:

- Full name (If your name has changed since you left UST please give details.)
- Course(s) undertaken.
- Year(s) in which you began and ended your studies.
- Address to which transcript(s) should be sent.

2. Please contact finance@ust.ac.uk to arrange payment.

Address: Write to: Transcript Request, Academic Registry, UST, Bryntirion House, Bridgend, CF31 4DX or email academicregistrar@ust.ac.uk

¹No work will be started on producing a transcript until payment has been cleared by the Finance Officer.

Charges

Charges cover the cost of production of the transcript and of postage to both UK and international addresses. Transcripts will be sent by first class post to UK addresses and by standard airmail services to international addresses. We do not send transcripts by courier services.

Charges are higher for a first request for a transcript due to the time involved in producing a new transcript. Additional identical copies are available at a lower price. If there has been a change to your course details (for example, if you last requested a transcript before completing your course) your application will be classed as a first request and the higher charges will apply.

| First copy | Second and subsequent copies | Multiple copies |
|-----------------------|------------------------------|----------------------|
| £10.00 | £5.00 | Up to 5 copies = £15 |
| Up to 10 copies = £20 | | |

We are unable to release transcripts to former students with outstanding financial obligations to UST.

University of Wales, Trinity St David/Lampeter Alumni

You will need to contact the Registry at UWTSB directly for a transcript for your studies at UST. See www.trinitysaintdavid.ac.uk/en for contact details.

University of Chester Alumni

You will need to contact the University of Chester directly. Please see www.chester.ac.uk for details

If you have any queries, please address them to academicregistrar@ust.ac.uk.