**Transcript Request**

**Application Form**

November 2022

Designed in England,

Great Britain

This form may be updated at any time to create service efficiency. Please ensure that you are using the most current version of the form.

**Very Important Information**

**Fees paid towards this application is non-refundable.**

**Please ensure that you provide us with accurate information in this application (together with any required supporting document/s where applicable) to enable us process your application and issue your document.**

**We must be able to process your application and issue your document, in the first instance or attempt, using the “correct” information you provide to us (together with any required supporting document/s where applicable). The application fee that you pay towards this application, is in respect of, IPED processing your application in the first instance or attempt, and NOT for multiple instances or attempts. An application fee is required any time you submit an application to us, and this applies even if you are submitting the same application because you failed the first time.**

**You are required to double check your application before submitting it to us. Please do not submit your application if you are unsure of any of the information you are providing in the application, or where applicable, if you are not accompanying the application with the required supporting document/s.**

**If we reject your application because you provided us with incorrect information, or failed to provide us with the required information (including the required supporting document/s where applicable), YOU WILL LOSE ALL THE FEES YOU HAVE PAID TOWARDS THIS APPLICATION. If your application is rejected under these circumstances, we will not re-allocate any fees that you have previously paid towards an unsuccessful application, to a future “corrected” application that you may make.**

**By proceeding with this application, you are agreeing that should your application be rejected, because you failed to provide us with needed correct information (including the required supporting document/s where applicable), you will lose all your application fee. This refers to all methods of payment used to pay for the application fee.**

**Request for transcript**

**Introduction**

Please complete and return this form to **info@ipeduk.com** (together with proof of payment) if…

* You are requesting for transcript for module(s) you have taken as single subject qualification(s) and have been issued with single subject diploma(s). You can only request for a transcript under this category if the module(s) you have taken fall under any of our complete professional programmes at the respective level.
* You need a replacement transcript or require us to issue a transcript and post it to a third party.

**Our requirements**

* Complete the form in full and correctly. We will not process a hand completed application form. An incorrectly or partly completed application form will be rejected.
* Provide us with the correct and sufficient information as required in the form. Failing to provide correct and sufficient information will cause delay in us providing you with the service you require. In some cases, we may not be able to locate your record if incorrect and/or insufficient information is provided.
* Use separate forms for separate levels of the courses as relevant. Your request will not be considered if you “squeeze” separate levels of courses into one form.
* Information regarding the provision of applicant’s IPED registration number:
* Providing the correct IPED registration number is essential for the success of this application. You must be able to provide an IPED registration number that matches the applicant’s details. If you cannot provide a correct IPED registration number, or if you are unsure if the IPED registration number that you have provided is correct, please do not submit your application to us. In addition, please double check the IPED registration number that you have provided in the application.
* If you do not have access to your IPED registration number for any reason, you must apply for an ID card from IPED, and use the registration number printed on the card to make your application. This applies to both centre based applicants and non-centre based (private) applicants. Please bear in mind that, we will not provide you with your IPED registration number, if you simply telephone or write to us (either through email or by post) for it. You must make an application for it, by way of the “ID card” process.
* Information regarding replacement transcripts/third party transcript issuance requests:
* If an applicant is requesting for more than one (1) replacement transcript/third party transcript issuance, he/she must use a separate application form for each replacement transcript/third party transcript issuance request, and pay the prescribed fee per application, in full and upfront.
* If you wish to make replacement transcript/third party transcript issuance requests for more than one level of the (same) course, concurrently, you must do so separately, using separate (or “fresh”) forms for the different levels. Requests for different levels of the (same) course must not be made on the same application form. Your replacement transcript/third party transcript issuance requests will not be considered if you “squeeze” separate levels of (same) courses into one form.
* For example, if you wish to make replacement transcript/third party transcript issuance requests for Level 4 Diploma in Banking and Finance, and Level 5 Advanced Diploma in Banking and Finance, concurrently, you must submit two (2) separate forms; that contain the relevant application information. Similarly, if you wish to make requests for Level 4 Diploma in Banking and Finance, Level 5 Advanced Diploma in Banking and Finance, and Level 6 Graduate Diploma in Banking and Finance, concurrently, you must submit three (3) separate forms; that contain the relevant application information.

--- For each separate application form submitted, the prescribed application fee must accompany it.

* Use separate forms for replacement transcript/third party transcript issuance requests for different courses. If you wish to make replacement transcript/third party transcript issuance requests for different courses, concurrently, you must do so separately, using separate (or “fresh”) forms for the different courses. Requests for different courses must not be made on the same application form. Your replacement transcript/third party transcript issuance requests will not be considered if you “squeeze” requests for different courses into one form.
* For example, if you wish to make replacement transcript/third party transcript issuance requests for Level 4 Diploma in Banking and Finance, and Level 4 Diploma in Project Management, concurrently, you must submit two (2) separate forms; that contain the relevant application information.

--- For each separate application form submitted, the prescribed application fee must accompany it.

* The "Personal Details" section of the form must be correctly completed.
* The applicant's full name (as he/she was previously registered with, as an IPED student), and his/her IPED student registration or membership number must be correctly provided.
* If the applicant cannot provide his/her IPED student registration or membership number, as a minimum, among other stated requirements, he/she must be able to provide details for: “Name of centre, Country of centre, City of centre, Full name of the programme, Level of the programme, and Exam year”; >>> under the "Replacement transcript or Third-party transcript issuance" section of the form. If an applicant is unable to provide this information, nor his/her IPED student registration or membership number, in the absence of the transcript serial number, the request will be rejected.
* The "Replacement transcript or Third-party transcript issuance" section of the form must be completed, with as much correct information as possible. The fewer correct information provided, the less likely the application will be successful.
* If an applicant cannot provide a transcript serial number, he/she must ensure that his/her application is accompanied by a verified (countersigned) copy of the applicant's identity document. Electronic copies are acceptable. However, if the applicant does not wish to send his/her identity document by email, he/she should post a copy to us using the address on the IPED - UK website. The applicant’s identity document must have been issued by a national government; and must be either an unexpired passport or driving license, clearly showing the applicant’s name, and where the name matches that held on IPED - UK's database for the transcript that the applicant is requesting a replacement for. The application will be unsuccessful if the names do not match. We will not accept copies of voter ID cards and birth certificates as proof of identity. The copy of the applicant’s proof of identity document must be verified and countersigned by a recognized notary public (or other similar person), with an official document issued by the notary public stating that the copy of the applicant’s proof of identity document is indeed a true copy of the original document. We will not accept a copy of the applicant’s proof of identity document which has not been verified and countersigned by a recognized notary public.
* Depending on your circumstances and where you are required to submit supporting document(s) and/or additional information, you must do so (in full) to enable us make a decision at the point of consideration.
* Do not insert picture(s) into the form.
* Pay the relevant fee(s) in full and attach proof of payment. **You must pay (fully) upfront for the service before your application will be considered.** The service will not be offered (on credit) under any circumstance in the absence of full upfront payment. For centre based applicant: your affiliate IPED organization must make the relevant payment on your behalf. We do not supply our payment details to centre based applicants for any form of payment/request – except in exceptional circumstances (which is covered later in this document). For private candidates; make your payment directly to IPED – upon receipt of payment details from us.
* Postage by ordinary mail is not permitted for this service. All postages to you from IPED - UK, will only be made by express mail (courier). Please include the cost of IPED – UK sending document(s) to you by courier to the application fee. Contact us for courier charges applicable to your request.
* Do not insert picture(s) into the form.

**Other useful information**

* Please note that we do not use the file name of the application form, as the applicant’s Full name\* (as requested for in Part A of the application form), to generate/print transcripts. The name that you provide to us in Part A of the application form supersedes the file name, and it is the only name that will be used to print the student's transcript.
* Additionally, please be advised that we do not make name corrections in the application form for applicants. The correctness of the name provided in Part A of the application form remains the responsibility of the applicant.
* Please note that we do not use the file name of the application form, as the applicant’s Full name\* (as requested for in Part A of the application form), to generate/print documents. The name that you provide to us in Part A of the application form supersedes the file name, and it is the only name that will be used to print the student's document.
* Additionally, please be advised that we do not make name corrections in the application forms for applicants. The correctness of the name provided in Part A of the application form remains the responsibility of the applicant. We are aware that applicants, in some cases, tend to make minor changes to the spelling of their names, during the respective request process. Therefore, unless the names provided by the applicant, do not completely match, with those held on our database, we will not flag minor name spelling changes as adverse application incidents.

For example, Johnson Moharn vs Johnson Mohan, will not be flagged as an adverse application incident, provided the student’s registration number (which is unique to a student) is correctly provided for either names, in any case. However, Johnson Mohan vs Johnson Mason will be flagged as an adverse application incident; and this will trigger a halt in the application process, pending further verification.

**Fees**

* The application fee is non-refundable; please see relevant section of the application form for fees.
* Your application will not be processed if the relevant fee applicable to you is not received in full. You must pay (fully) upfront for the service before your application will be considered. The service will not be offered (on credit) under any circumstance in the absence of full upfront payment.
* Fees are subject to review and change

**Who can use this form?**

Centre based applicants **√**

There are two (2) service types for centre based applicants. Please choose which one applies to you.

* Regular Service – where your affiliate IPED organization is still operational, cooperative and recognized as an IPED affiliate:

**>>** Please complete this form and hand it over to your centre of study, together with the relevant supporting document/s for onward submission to IPED (UK). The centre of study must submit this form for the applicant. The student must *not* submit this form directly to IPED (UK). Centre is to submit form to info@ipeduk.com.

- OR -

* Exceptional Circumstances Service (ECS) – where your affiliate IPED organization no longer exists, temporarily or permanently closed down, has lost its affiliate IPED organization status, or where it is still an operational IPED affiliate organization but it is simply non responsive to candidate needs or not cooperative.

**>>** Before we accept your application for this service, we will verify whether you qualify to use the exceptional circumstances services by first contacting the respective organization or by checking its current status.

What you should do (exceptional circumstances service only)…

* Please complete the relevant section of the form and return directly to IPED; info@ipeduk.com.
* When returning your form, attach - colour - copy of proof of your identity such as a valid passport/driving license.
* Scan your supporting document(s) using a purpose built scanner and convert the document(s) into a PDF(s). Do not send us pictures taken of your supporting document(s) using a mobile phone or camera. The contents or information in your electronic supporting document(s) must be clear and should not blur out when printed or when reasonably zoomed in on a computer (typically at 75% on a PDF). If we are unable to make a decision at the point of consideration because the document(s) you submit to us are of poor quality, your application will be rejected without consideration. You may choose to encrypt the electronic document(s) you email (if you want to) and make the necessary access available to us conveniently.
* If you do not wish to send your identity document by email, please post a copy to us using the address on the IPED - UK website.
* If you fail a security question (e.g. exam year, exam month, or name of centre relating to the application) or if you are unable to provide valid proof of identity, your request will be declined - you will therefore not be able to claim the requested document(s) using ECS.
* Upon receipt of your application, the relevant supporting document(s) and security information, we will provide you with payment details to enable you make your payment.

Private candidates **√**

Any individual who is not applying through a centre is deemed to be a private candidate/applicant. If you are registered as a private candidate directly with IPED, and you wish to apply for document(s), please submit your application and the relevant fee(s) directly to IPED; info@ipeduk.com.

**Processing time**

**Up to 40 working days**

For a correctly and fully completed application form accompanied with the correct supporting document(s) where applicable, answered security questions where applicable and relevant fee(s). Working days refer to Monday, Tuesday, Wednesday, Thursday and Friday. Working days do not include weekends nor holidays.

**Please note: Where applicable to you; all sections with the symbol \* denotes information that must be provided accurately. If you provide incorrect information on any of these sections, please be advised that your application will be rejected.**

**PART A**

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| **Personal details** |
| Full name\* | *As you want it to appear on your document* |
|  |
| Address |  |
| Student reg. no. \*  |  | Tel |   |
| Email |  |

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| **Office Use only** |  | **Accuracy check** |
| Y | N |

**PART B**

Please complete this part only if you are requesting for a replacement transcript **[Fee payable is £30]**

Complete Part B if you require a replacement transcript because you have lost your original transcript or it is destroyed or if you are requesting for a replacement transcript due to an error in any of the details on your transcript. You can also complete this section if you want us to issue the document and post it to a third party such university, employer etc. (as directed by that third party).

**B1** Complete this section B1 only if your original transcript was issued via the non-single subject diploma (i.e. transcript) route. Do not complete B1 if your original transcript was issued through consolidation.

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| **Replacement transcript or Third party transcript issuance (in relation to transcript obtained through non-SSD consolidation only)** |
| Full name of the programme\* |  |
| Level of the programme\* |  |
| Serial no. of transcript\*  |  |
| Exam year\*When you took the programme |  | Exam month\*When you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  | Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Address of centreWhere you took the programme |  |

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| **Office Use only** |  | **Accuracy check** |
| Y | N |

**B2** Complete this section B2 only if your original transcript was issued via the single subject diploma (consolidation) route. Do not complete B2 if your original transcript was issued through the non-single subject diploma (transcript) route.

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| **Replacement transcript or Third party transcript issuance (in relation to transcript obtained through SSD consolidation only)** |
| Full name of the programme\* |  |
| Level of the programme\* |  |
| Serial no. of transcript\*  |  |
| Transcript request year\*This is the year in which you made your transcript consolidation application. This will usually be the year printed on your transcript.  |  | Transcript request month\*This is the month in which you made your transcript consolidation application. This will usually be the month printed on your transcript. |  |
| Name of centre\* Through which you made your transcript consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully.  |  | Country of centre\* Through which you made your transcript consolidation application. |  |
| City of centre\* Through which you made your transcript consolidation application. |  |
| Address of centreThrough which you made your transcript consolidation application. |  |

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| **Office Use only** |  | **Accuracy check** |
| Y | N |

B3: Complete section B3 in addition to B1 or B2 only if you are requesting for a replacement transcript due to an error in any of the details on your transcript e.g. there was an error in your name. Do not complete this section for lost or destroyed transcript(s).

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| What was the wrong name? |  |
| What is the correct name?\* |  |
| A mistake other than error in name.\* What was printed incorrectly? What should it have been? |  |

**PART C**

Please complete this part only if you are requesting for transcript for module(s) you have taken as single subject qualification(s) and have been issued with single subject diploma(s). **[Fee payable is £45]**

**C.1**: Have you already been issued with a group diploma for this level of the programme? You may have previously consolidated your SSDs into a group diploma but you had not requested for a transcript.

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| **Group diploma award status for your request** **Please place the symbol “X” in the box provided to answer the question** |
| Yes, I have already been issued with a group diploma for this level of the programme.\* |  |
| No, I have not already been issued with a group diploma for this level of the programme.\* |  |

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| **Office Use only** |  | **Accuracy check** |
| Y | N |

**C2:** If you answered YES to C1 above, please provide further information below.

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| **Details of your group diploma award (in relation to certificate obtained through SSD consolidation only)** |
| Full name of the programme\* |  |
| Serial no. of certificate\*  |  |
| Certificate request year\*This is the year in which you made your certificate consolidation application. This will usually be the year printed on your certificate.  |  | Certificate request month\*This is the month in which you made your certificate consolidation application. This will usually be the month printed on your certificate. |  |
| Name of centre\* Through which you made your certificate consolidation application. This may or may not be same centre through which you are making your current application. We require the correct information to locate your record successfully.  |  | Country of centre\* Through which you made your certificate consolidation application. |  |
| City of centre\* Through which you made your certificate consolidation application. |  |
| Address of centreThrough which you made your certificate consolidation application. |  |

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| --- | --- | --- |
| **Office Use only** |  | **Accuracy check** |
| Y | N |

>> Now provide details about your request.

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| **Generation of transcript from single subject diplomas** |
| Full name of programme\* |  |
| Level of the programme\* |  |
| Module successfully completed\*  |  | Serial number\*As printed on your document |  |
| Exam year\* When you took the programme |  |
| Exam month When you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*As printed on your document |  |
| Exam year\* When you took the programme |  |
| Exam month When you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*As printed on your document |  |
| Exam year\* When you took the programme |  |
| Exam month When you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*As printed on your document |  |
| Exam year\* When you took the programme |  |
| Exam month When you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*As printed on your document |  |
| Exam year\* When you took the programme |  |
| Exam month When you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |
| Module successfully completed\* |  | Serial number\*As printed on your document |  |
| Exam year\* When you took the programme |  |
| Exam month When you took the programme |  |
| Name of centre\* Where you registered for and studied your IPED course. Note: we are not referring to the examination venue where you wrote the exam(s) |  |
| Country of centre\* Where you took the programme |  |
| City of centre\* Where you took the programme |  |

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| **Office Use only** |  | **Accuracy check** |
| Y | N |

**PART D**

To be completed by all applicants

|  |  |
| --- | --- |
| **Question** | **Response** |
| **Yes**  | **No** |
| Have you completed the correct part of the form relevant to you?Please place **X** in the relevant space provided. |  |  |
| Have you paid the prescribed fee if applicable to you?Please place **X** in the space provided. |  |  |
| Have you attached proof of payment or for centre based applicant’s (regular service), has centre accepted to pay on your behalf?Please place **X** in the space provided.Reminder: You must pay (fully) upfront for the service before your application will be considered. The service will not be offered (on credit) under any circumstance in the absence of full upfront payment. |  |  |

**PART E**

To be completed by all applicants

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| Delivery **address for express mail/courier service**.Reminder: Postage by ordinary mail is not permitted for this service. All postages to you from IPED - UK, will only be made by express mail (courier). Please include the cost of IPED – UK sending document(s) to you by courier to the application fee. Contact us for courier charges applicable to your request.Note: To enable us successfully deliver your parcel, we require that you provide us with accurate delivery information. Failure to do so may prevent your parcel from being delivered, in which case you will be required to repay the cost of postage. |

Please provide unambiguous details to enable us deliver your parcel successfully.

**IMPORTANT: Please provide PHYSICAL ADDRESS DETAILS, not P. O. Box. \*\*Couriers will not deliver to P. O. Box addresses\*\*.**

|  |  |
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| Name of recipient (This refers to the individual or organization to whom the parcel will be addressed) |  |
| First line of address(of recipient)  |  |
| Second line of address(of recipient) |  |
| City (of recipient)If recipient resides in a small town or village, where courier services such as DHL, UPS, FedEx etc. do not have local sorting facilities, please enter the name of the major town or city next to recipient. |  | Post code or Zip code(Where this address system is used. E.g. UK, USA etc.) |  |
| Country (of recipient) |  |
| Contact person (for the parcel)  |  |
| Tel. no. of contact person(for the parcel) |  |

**Important Information about delivery information**

* **Do not alter/distort the form** in any way.
* **Enter valid details** in the following fields:
* **First Line of address** > (this should not be somebody's name). This should be the address of your building.
* **Second Line of address** > (this should not be somebody's name). This should be address of your building.
* **City** > (See form for guidance)
* **Country** > Enter the name of your country.
* **Contact person (for the parcel**) > This should be the full name of the person who will be signing for the parcel/receiving it. This should not be a telephone/mobile number, nor any other details.
* **Tel. no. of contact person (for the parcel)** > This should be the telephone/mobile number of the person who will be signing for the parcel. Do not enter any other details.

**NB:** Please be advised that we **will not ship** your document to you if we do not receive accurate delivery details from you; in which case we will not hold ourselves responsible for any delays, or postponement of delivery of service.

**PART F**

To be completed by all applicants

Please enter your initials to sign below to complete your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

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| **For office use only**Where applicable, information about your application will be provided in the section below by the IPED officer. |
|  |