

Delivery by Post

Transcripts are posted in envelopes which are sealed with a University stamp. If you order multiple copies they will be sent in individually sealed and stamped envelopes.

Standard delivery is included in the cost of your transcript (for collection service see below)

UK addresses – sent by 2nd class Royal Mail delivery, approximately 2-3 working days.

Overseas addresses – sent by standard airmail. Please allow up to 4 weeks for delivery. Tracking information is not available.

You can pay extra for DHL courier delivery at:<http://store.leeds.ac.uk/product-catalogue/student-services-centre/transcripts/dhl-delivery>. Delivery is guaranteed within 72 hours of dispatch and we will send you a tracking number by email. Please allow the normal processing time of up to 4 weeks for your transcript to be prepared for dispatch.

Collection

You can collect your Transcript from the Student Services Counter, Level 9 Marjorie & Arnold Ziff Building. If your course started in or after the year 2000 you will be able to collect your transcript as soon as you have received your order confirmation email.

If your course started before the year 2000 we will email to let you know when your documents are ready. Please note that this can take up to 4 weeks.

If you would like to authorise a third party to collect your transcript on your behalf, please provide their full name in the box on the order form. The person collecting your transcript will need to provide your order number and their photo ID e.g. student ID card, passport or photo driving licence.

If you do not collect your transcript

We will keep your order pending for up to 6 months. If your transcript is not collected within this time we will cancel and refund your order.