

# Student Archive Order Form

## Before completing the order form please note that:

- The Service is dependent on information being held in the Student Archive or on the Student Records System (SRS). Where information is not available and we are not able to process your order, any payments made will be refunded in full.
- All documents are issued on headed paper and bear the stamp of Goldsmiths, University of London.
- Student Archives receives on average 150 orders per month, and orders are dealt with on a first-come first-served basis.
- We are unable to guarantee any deadlines by which customers may need to supply confirmation of award, and customers should allow at least 10 working days for their order to be processed.
- Please indicate on the order form if you require your documents to be individually sealed with the Goldsmiths stamp, signed and dated by the Archives Officer
- Processing of any order is subject to payment of the appropriate fee being made in full or clearance of any payment made by cheque.
- If you have any debt with Goldsmiths your order will not be processed until all outstanding fees are paid.

Please return your order form together with payment to:

*Enrolments and Records  
Student Centre, RHB117  
Goldsmiths, University of London  
London SE14 6NW  
Fax 020 7919 7271  
Email [student-records@gold.ac.uk](mailto:student-records@gold.ac.uk)*

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YOUR DETAILS	
Student reference (if known)	Date of birth (dd/mm/yyyy)
Family name / Surname	Forename(s)
Maiden name (if different from above)	
Home address	Mailing address (if different from home)
Contact telephone	Contact email
Programme studied	Year of award

ORDER DETAILS	NUMBER REQUIRED	FEE PAYABLE (£)
<b>Transcript of results – lists course unit results</b> £15 for first copy + £5 per additional copy		
<b>Letter confirming award</b> £8 for first copy of document + £5 per additional copy	<b>Standard</b> (inc confirmation for council tax)	
	<b>Greek DOATAP</b> (Greek Authorities)	
<b>Certified copies of Goldsmiths documents</b> – you must provide copies of the relevant documents (£5 per document)		
Photocopies of supporting documents, e.g. prospectus, course content, etc. (subject to availability), please provide details of your requirements:  10p per side of A4		

PAYMENT AND DECLARATION		
Please enter your credit/debit card details below. We are unable to accept American Express or Diners Club cards.		
Name on card	Card type	
Card number	Valid from (mm/yy)	Expires end (mm/yy)
Card verification number (the last 3-digits of the number printed on the back of your card)	Issue number (Switch only)	
If your card is not issued in the UK and you choose to pay in GBP then please tick this box <input type="checkbox"/> You will be subject to a conversion fee or charge by your card company related to the value of the transaction.		
I understand that personal data held by the College may be stored in paper/and or electronic form in accordance with the provision of the Data Protection Act (1998) ( <a href="http://www.gold.ac.uk/data-protection/">http://www.gold.ac.uk/data-protection/</a> ).		
Signature	Date	

Office use only				
Date Received:	Date Processed:	Cost:	Receipt No:	Staff Initials: