

# Full-time MBA Programme

## Transcript Request Form



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### Applicant

(To be completed by the Applicant)

Name \_\_\_\_\_  
Surname First Middle

Applicant's Citizenship \_\_\_\_\_ Date of Birth \_\_\_\_\_

College or University \_\_\_\_\_

Dates of Enrolment \_\_\_\_\_ Degree and Year \_\_\_\_\_

I hereby authorise the release of my transcript to the London Business School

\_\_\_\_\_  
Signature of applicant Date

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### To the Registrar

The above named person is applying for admission to the London Business School and requests that a transcript of his or her academic record be released to the London Business School MBA Admissions Office.

The Admissions Committee wants to ensure that we have fairly judged a candidate's record based on a particular school's grading standards. To evaluate this transcript accurately, it is vital for us to have complete information about your grading system.

We ask that you enclose this form together with an official transcript in an envelope and sign/stamp it across the seal. Then return the envelope to the applicant, who will forward it unopened with the other application materials to London Business School. Thank you for your assistance.

Highest possible grade/mark in your school \_\_\_\_\_

Lowest passing/satisfactory grade/mark \_\_\_\_\_

Applicant's average grade or mark \_\_\_\_\_

Applicant's rank in class (please indicate class size) \_\_\_\_\_

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*Please return this form as soon as possible directly to the applicant.*

**London** Business School  
MBA Programme  
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A Graduate School of the University of London