



Application for Academic Transcripts of Results

Name: _____
(full name as when registered)

Student Number: _____ Date of Birth (dd/mm/yyyy): ____/____/____

There is a fee of **€30 per order**.

Payment Method:

Cheque *

Postal Order *

Online * (via Credit/Debit card – see www.gcd.ie/fees section. You must send a copy of the receipt along with this form as proof of payment to your Faculty Administrator.)

*** Make payable to GCD Student Fees Department.**

How do you wish to receive your transcripts: Collect from Faculty Office*

By post**

* If collecting from your faculty, please provide us with a contact number as you will be contacted once the transcripts are ready for collection: _____

** By Post:

Address: _____

Phone: _____

E-Mail: _____

Signature: _____

For office use only: Date: ____/____/____

Payment Received: ____ Yes ____ No

Form received by faculty: _____

Student notified/transcripts posted:

Please send this form, along with your payment to:

Student Fees Department (Room D006), Griffith College Dublin, South Circular Road, Dublin 8, Ireland. (unless paying online as mentioned).

For further information, please contact your faculty administrator.

Please allow 10 working days for receipt of your document.