



# MALTA UNIVERSITY CONSULTING

## STUDENT RECORD DOCUMENTATION: REQUEST FORM

### **SECTION A**

Please complete all details below to request official student documentation.

**1. Course Title:**

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**2. Year of course completion:**

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**3. Full Name and Surname of the Student (as registered for the course):**

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**4. Contact Details**

**4.1 Email Address:**

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**4.2 Mobile Number:**

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**4.3 Home Address:**

*(This is only applicable if you opt to have your documentation delivered by post)*

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### **SECTION B**

#### **Requested Documentation**

Please select the required document(s):

- Student Certificate – € 25.00
  
- Student Transcript and Certificate – € 30.00  
*(Applicable to accredited courses only)*

### **SECTION C**

#### **Payment Details**

Kindly ensure that payment is affected by bank transfer using the details below:

**Account Name:** Malta University Enterprises Ltd

**Bank Name:** Bank of Valletta p.l.c.

**Bank Address:** Marina Street, Pietà

**Account Number:** 50017608487

**IBAN:** MT96VALL22013000000050017608487

**BIC:** VALLMTMT

Please include the student's Name and Surname, Course Title and Year as the payment reference.



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### Disclaimers

- Replacement documentation will only be issued subject to verification of existing records. Requests will be fulfilled exclusively where official records of both the specific course and the individual student are available. Furthermore, such documentation will only be reissued if the original certificate or document was formerly issued by Malta University Consulting.
- The requested documentation will be issued once all required signatures have been obtained. You will be notified as soon as your document/s are ready for collection.
- All documents must be collected in person from our offices at Campus Hub, University of Malta. If you prefer to receive your documentation by post, an additional fee of €3.00 will apply.