

Transcript Transfer Request Form



Students requiring their OTHM qualification to be sent to WES must complete this form in capital letters or print. The fee is £120.

Section 1: About your qualification (Please complete this form exactly as it appears on your OTHM certificate gained from studying with us)

OTHM Registration Number _____

Study Centre Name _____

Qualification Reference Number _____

Qualification Title _____

Section 2: Students Contact Details

Title (Ms /Miss/Mr/Mrs/Other) _____

Surname _____

Forename(s) _____

Date of Birth _____

Nationality _____

Postal Address _____

Postcode _____

Country _____

Email _____

Mobile _____

Section 3: Payment Method:

- Any international bank charges on the payee's side must be added.
- We must receive exactly the amount mentioned above
- All payments are in UK Pound Sterling (GBP); and
- All payments are payable to "Stratford College of Business and Management" via bank transfer only

Transferring from the United Kingdom

Account Name: Stratford College of Business and Management | Account Number: 19044127 | Sort Code: 60-24-77

Transferring from Overseas

Account Name: Stratford College of Business and Management | Account Number: 19044127 | Sort Code: 60-24-77

IBAN: GB17 NWBK 6024 7719 044127 | Swift Code: NWBKGB2L | NatWest Bank

Branch Address:

Student Signature _____ **Date** _____

Please convert the completed form to pdf and email to admin@scbm.org.uk with the following documents:

1. Proof of payment of £120 (**The full name and Student Ref number of the student for whom the fee is being paid must reference payment**)
2. Completed WES Academic Transcript Request Form