

***‘Confirmation of Award’ Consent Form*** *for students*

***This form is to be used when requesting a free Confirmation of Award (email copy only), and is***

***intended for former/current students’ use and not for third-parties.***

 *Please complete sections A-C below and submit the form electronically to:* *registryhelpdesk@wales.ac.uk*

***If however, you should require a Confirmation of Award hard copy, then please do not complete this form.*** *You will need to visit the online shop at:* [*www.shop.wales.ac.uk/Confirmationofaward*](http://www.shop.wales.ac.uk/Confirmationofaward) *and follow*

*the relevant online instructions. Hard copies are available to students at a cost of £15 for the first copy*

 *and £5 per additional copy. A Confirmation of Award hard copy is printed on official University of Wales headed paper on 160gsm white stock.*

|  |
| --- |
| 1. [A] *Personal Details*
 |

|  |
| --- |
| ***Fu Full Name:*** ***Date of Birth: (dd/mm/yy)*** |
| ***Sur Surname at time of attendance (if different)*** ***Daytime contact number:*** |
| ***e- e-mail address: University Student Number/HESA ID*** |

|  |
| --- |
| 1. [B] *Qualification Details*
 |

|  |
| --- |
|  ***Course title:*** ***Award Attained:***  |
|  ***Teaching Body where study took place: Dates of Attendance:***   |
|  ***Additional Information:***  |

 **[C]** *I agree, that information relating to my academic achievement held by the University of Wales may*

*be disclosed to (name of third party):*

*……………………………………………..…..……………………………………………………………………………………………..…………………*

***Student/Graduate signature:*** ………………………………………………………………………….

***Date:*** ……………………………………

*By signing this form you are providing the University of Wales with your consent to share specified, personal information with your employer/third-party in accordance with the Data Protection Act 1998.* ***Please note that unsigned requests will not be processed.*** *Should you have any queries regarding the Confirmation of Awards’ process then please email* *registryhelpdesk@wales.ac.uk* *or alternatively, you can write to the University at: The University of Wales, University Registry, King Edward VII Avenue, Cathays Park, Cardiff, CF10 3NS.*