

PARCHMENT TRANSLATION APPLICATION

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND CLEAR HANDWRITING

Parchment Translations are £10.00 for 1 paper copy and complimentary PDF (if required), and £1.00 per additional paper copy. Please see page 2 for payment instructions.
Please note: PDF Translations do not include a stamp.

Student number:		Date of Birth DD/MM/YY	
Family Name:		First Name:	
Name during study:			
Period of Study:		Subject:	
Email:		Phone Number:	

Number of Parchment Translations required: _____

Do you require an unstamped PDF Parchment Translation? (Please tick):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Delivery: How would you like to receive your Parchment Translation?

Collect from Service Desk:	<input type="checkbox"/>	FREE	5 maximum
Royal Mail Standard Postage – First Class / Airmail UK or International:	<input type="checkbox"/>	FREE	
National Recorded Delivery (UK) Royal Mail delivery approx. 2 days:	<input type="checkbox"/>	£4.50	
International Recorded Delivery Europe: approx. 5 days, International: approx. 7 days: <i>Item tracked until it leaves UK and only handed over at its final destination by a signature from the recipient.</i>	<input type="checkbox"/>	£8.50	
DHL Express Courier Service (International only) International courier: approx. 1-3 days. <i>Item tracked from University and only handed over at its final destination by a signature from the recipient.</i> For this option, you MUST provide your contact phone number (above) and a recipient phone number (below):	<input type="checkbox"/>	£15.00	

Recipient Phone Number (for DHL service only):	
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Delivery name & address/s: <i>If sending to multiple addresses please continue on separate sheet if needed</i>	
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Signature: Sign by hand:		Post Code:	
		Date:	

<input type="checkbox"/>	I consent to the University processing my personal data for the purposes detailed overleaf <i>Please note, if you do not tick this box we will be unable to process your application</i>
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I understand that once SSET receive this application form and any required payment it may take up to 5 working days to produce and post / email my Parchment Translation.

FOR OFFICE USE ONLY Revised May 2018

D/ND	Payment Processed	Method of Payment	
Amount paid	Receipt Number	Tracking Number	
Date Issued			

NOTES:	
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PRIVACY NOTICE

Your Personal Data:

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to your enquiry. This privacy notice will explain how The University of Glasgow will process your personal data.

Why we need it: We are collecting your basic personal data such as name, contact details, and any additional information disclosed on the form in order to process your request. We only collect data that we need in order to provide your document as requested.

Legal basis for processing your data: We must have a legal basis for processing all personal data. In this instance, the legal basis is Consent.

What we do with it and who we share it with: All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom.

How long do we keep it for: Your application will be retained by the University for 3 months, after this time, it will be securely destroyed.

What are your rights?* You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or erased. You may also have the right to object to the processing of data and the right to data portability. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time. If you wish to exercise any of these rights, please contact dp@glasgow.ac.uk. *Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Complaints: If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>

How to send this form

Email: Scan or photograph this completed form and email it to: studentservices@glasgow.ac.uk

Post: You can post this form to our address (overleaf).

Hand in: to us at the Student Services Enquiry Desk on Level 2 of the Fraser Building. Note: If no staff are available you can drop this form into the document post box on the right hand side of the Student Services Enquiry Desk

How to Pay:

Please note: We cannot accept payment forms by email because they contain sensitive financial information

By Phone: Please call us to make payment by phone on +44 (0)141 330 7000. Call between 9.00am – 4.00pm UK time
We accept the following credit and debit cards for phone payments:

- Visa Debit
- Visa Credit
- MasterCard

The University does not accept American Express or Diners Club.

If you are not the card holder you must ask the permission of the card holder and the card holder must be present when making the payment.

Cash: Pay in person at the Student Services Enquiry Desk on Level 2 of the Fraser Building

Cheques: Post cheques, or hand them in at the desk, with a completed payment form to our address (overleaf).

Cheques should be made to "University of Glasgow" and must be in £ Sterling

Payment Form (available for download here): www.gla.ac.uk/media/media_387860_en.pdf

Complete the payment form with your bank details and post it to our address (overleaf)

Please do not email the payment form.