



# Request for an ACCA transcript

**This form is for use by former students, affiliates or members of ACCA to request a transcript of examination results. The cost is 25GBP.**

Please only submit this form if making payment by cheque, bank draft or Postal Order. If you wish to make payment by credit or debit card, please contact ACCA Connect on +44 (0)141 582 2000. **If you are currently active on the ACCA register, there is no charge for this service. Please contact info@accaglobal.com to request a transcript.**

Name \_\_\_\_\_ Client ID 

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Address \_\_\_\_\_ Postcode \_\_\_\_\_

Email address \_\_\_\_\_

Please also include your full name, date of birth and any residential/business addresses at the time you were active on the ACCA register, as well as your original date of registration (if known)

Date of birth \_\_\_\_\_ Previous name \_\_\_\_\_

Previous address \_\_\_\_\_

Registration date and exemptions (if known) \_\_\_\_\_

I require the following:

- A transcript confirming my ACCA Qualification results
- A transcript confirming my Foundations in Accountancy suite of qualifications results
- A transcript confirming my Certified Accounting Technician results
- A transcript confirming my Diploma in International Financial Reporting results
- A transcript confirming my Diploma in Financial Management results
  
- I wish to have my transcript posted to the address noted above.
- I wish to have my transcript emailed to the email address noted above.
  
- I enclose a cheque, draft or Postal Order\* for \_\_\_\_\_ GBP

\* Crossed GBP cheque or Sterling bank draft valid in the UK  
\* Crossed British Postal Order

All cheques, drafts or Postal Orders should be made payable to 'ACCA'. Please ensure that you write your ID number on the front of cheques/drafts and Postal Orders.

**Data protection**

We may use your personal data for the purposes of:

- servicing this transcript request
- complying with our regulatory obligations.

You can update your information by contacting ACCA at any time. We may share information with our suppliers and auditors.

Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside of the EU as part of its operations and service delivery. For more information on how your personal information and rights are respected, please access our [privacy notice](#), or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**There is no additional charge for multiple transcript requests for the same qualification, or to request results from both the Foundations in Accountancy and ACCA Qualification or CAT and ACCA registers.**