



### Application for Academic Transcript of Results

Name: \_\_\_\_\_  
(full name as when registered)

Student Number: \_\_\_\_\_ Date of Birth (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

There is a fee of **€30 per transcript**.

#### Payment Method:

☐ Cheque \*

☐ Postal Order \*

☐ Online (via Credit/Debit card) at

<https://secure.gcd.ie/studetails.php#contactaccounts>. You must send a copy of the receipt along with this form as proof of payment to the Alumni Office.)

\* Make payable to GCD Student Fees Department

Please select how you wish to receive your transcripts: ☐

☐ Collect from College\*

☐ By post\*\*

\* If collecting from the college, please provide us with a contact number as you will be contacted once your request has been processed: \_\_\_\_\_

\*\* By Post:

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
E-Mail: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

Please send this form, along with your payment to:

**Student Fees Department (Room D006), Alumni Account, Griffith College Dublin,  
South Circular Road, Dublin 8, Ireland (unless paying online as mentioned).**

For further information, please contact the Alumni Office at [alumni@gcd.ie](mailto:alumni@gcd.ie).

**Please allow 10 working days for receipt of your document**

#### For office use only

Date Request received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Payment received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Transcript issued: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Applicant notified: \_\_\_\_ / \_\_\_\_ / \_\_\_\_