

GUIDELINES FOR SUBMISSION OF THE TRANSCRIPT APPLICATION:

1. Completed Forms must be returned to the Admissions & Records Office, Room 113, Administration Building.
2. The relevant fees are to be paid at the Cash Office, ground floor, Administration Building ***prior to submission*** at the Admissions & Records Office. Cash Office Opening Hours are as per hereunder:

1 st October – 15 th June:	8.30am – 12.00pm
	2.00pm – 4.00pm (<i>Fridays, 3.30pm</i>)
16 th June – 30 th September:	8.30am – 12.00pm
3. In-detail transcript (€23.29/Lm10): This transcript shows the course, main areas of study, date of entry, all the study-units followed during the course and their results as well as the final classification and date of graduation (*where applicable*). Students who are still pursuing studies at the University can also apply for this type of transcript. Not-in-detail transcript (€9.32/Lm4): This transcript includes the course and main areas pursued, the date of entry, the final classification and the date of graduation. This transcript is issued only upon publication of the final classification. This transcript may take up to one week for completion.
Translation (€9.32/Lm4): An official English translation (from Latin) of the Graduation Diploma which is awarded during the Graduation Ceremony. This translation is normally ready within three days.
Seal (€6.99/Lm3): The University Emblem is embossed on all pages of the transcript.
4. When transcripts are ready, the Admissions & Records Office will contact you either by email or by phone to collect them.
5. For any queries regarding the above, please contact the Admissions & Records Office on email: admissions@um.edu.mt or on direct telephone numbers, 23403233, 23402811, 23402812, 23402233, 23402234