



The
University
Of
Sheffield.

Student
Services
Information
Desk.

Union of Students Building
Western Bank
Sheffield. S10 2TG
Telephone: (0114) 222 1299
Fax: (0114) 222 1297
Email: SSiD@sheffield.ac.uk
Website: www.shef.ac.uk/ssid/

Request for Verification of Academic Attendance / Qualifications

Your Contact Details	Name:	
Tel:	Fax:	Email:

1. Complete the form with the details of the current or past student whose qualifications or attendance you wish to verify.

2. Fax the completed form and other support documentation including the students consent to (0114) 222 1297 / International +44 (0)114 222 1297

Family name		Title (Mr/Mrs/Miss)	
First Name		Date of Birth	
Previous name		Registration Number	<i>if known</i>
Graduated	<i>Yes/No</i>	Graduation Date	
Course title			
Class of degree	<i>if relevant</i>	Level	<i>B A/BSc/MA/MSc/PHD</i>
Attendance Dates	<i>From month/year</i>	<i>To month/year</i>	

Additional information:

Confirmed by:		Official Stamp of the Institution
Date:	Dr Philip Harvey Registrar and Secretary	
Comments:		



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