

Student FAQs

I need a transcript, what should I do?

** Due to the current situation MyUniHub is operating a limited online service. While we won't be able to provide replacement certificates or original transcripts we can provide interim student statements confirming your course, dates studied and award gained if applicable.

The MyUniHub desks are closed so we are unable to see students face to face or take telephone queries at this current time. Please contact us at myunihub@swansea.ac.uk or contact us on Live Chat here: <https://myuni.swansea.ac.uk/>

You can download your transcript as a PDF file from your Intranet profile. Select "Course Details" from the menu the left and scroll across to the right hand margin. There will be a hyperlink there through which you can download the document.

If you require a hard copy of your transcript be sent to a third party, please contact MyUniHub directly. There is a £10 administration fee which can be paid by card over the phone by calling 44 (0)1792 606000. You should allow up to one working day for the transcript to be produced. Courier delivery can be arranged for an additional £25 charge.

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