

## Student/Graduate Letters

Students or Graduates may order a selection of letters to support their studies. There is a charge of £15 per letter or transcript and this charge applies in all cases, even if documents are being sent to one address. We will post your letter to you by Royal Mail 1st Class or tracked Airmail delivery. Students /graduates must pay in advance before we will post out their letters. Here is the link to the online shop:

[http://shop.brookes.ac.uk/browse/extra\\_info.asp?compid=1&modid=1&deptid=27&catid=196&prodid=1339](http://shop.brookes.ac.uk/browse/extra_info.asp?compid=1&modid=1&deptid=27&catid=196&prodid=1339)

The following letters are available for you to purchase:

- **Award Confirmation Letter**  
This letter provides details of the date and classification of your award, as well as the dates that you started and finished the programme.
- **Opted in - Not Yet Submitted Letter**  
This letter gives a brief outline of the programme structure. It states that you are opted into the programme, but that you have not yet submitted a research and analysis project.
- **Opted in –Submitted Letter**  
This letter gives a brief outline of the programme structure. It states that you are opted into the programme, and that you have submitted a research and analysis project. The letter states the date on which you will receive your RAP result.
- **Grading Scale Letter**  
This letter explains the programme's grading system. It does not show any of your Fundamental paper marks.
- **Equivalency Letter**  
This letter gives a brief outline of the programme structure. It also states that the course is equivalent to a 3 year undergraduate on-campus course. It confirms that that the award is equivalent to 360 credits (or 180 European Credit Transfer System credits).

Or:

- **Transcript**  
In addition you can order an **original copy** of your transcript, showing all your module marks as well as giving your pass and grade details for your degree. [This is only available to Graduates of the programme.]

Our team will receive a notification email when the payment has been made and we will then process your letter request within 7 working days. We will email you when your letter has been posted to you.

The Royal Mail postal service advises the following:

*If you use Airmail delivery, our target time is three working days to Western Europe, five working days to Eastern Europe and seven working days for the rest of the world.*

**NB** From experience, we are aware that delivery to countries such as Canada and Pakistan can take longer than 7 working days.