**Results Letters, Transcripts and Certificates**

**Current Students**

You will be sent an electronic copy of your results at the end of each semester to report completed modules and any progression or resit information. At the end of your programme of study you will receive a printed transcript of your results posted to the home address we have listed for you on our student records system.

Certificates will normally be available at graduation and any not collected will be sent out by Royal Mail Signed For post.

**Past Students**

If you require another copy of either your transcript of results or certificate please follow the instruction below.

To order a replacement certificate for a Grimsby Institute of Further and Higher Education (pre-2020) / TEC Partnership (post 2020) validated programme or a transcript of results for a programme studied at the Grimsby Institute of Further and Higher Education / TEC Partnership, please email [HEQA@tecpartnership.ac.uk](mailto:HEQA@tecpartnership.ac.uk) with the following details

* Name (at time of studying)
* Date of Birth
* Contact phone number
* Student ID (if known)
* Qualification (ie BA Business Management)
* Year of Study (ie 2004 – 2007)

You will also need to attach a copy of your ID as proof of identify such as your driving licence or passport. If you have changed your name since studying with us, we will need proof of this too.

Unfortunately, we are unable to issue replacement transcripts of results for students who studied on programmes awarded by Lancaster University or Nottingham Trent University.

Students who previously studied their higher education course at East Riding College should contact ERC to obtain replacement transcripts at [info@eastridingcollege.ac.uk](mailto:info@eastridingcollege.ac.uk).

We will call you to take your payment card details to process the payment before we can issue a replacement certificate or transcript of results.

Cost of replacements:

Certificates - £30 each

Transcripts of results - £10 each

All transcripts of results and certificates will be sent by Royal Mail Signed For delivery. If you wish to have it sent by Royal Mail Tracked 24 or Special Delivery Guaranteed delivery or by courier this will incur an additional charge to be confirmed.

To order a replacement certificate from one of our partner universities please follow the relevant link below:

**University of Hull**

<https://shop.hull.ac.uk/product-catalogue/student-services>

**Leeds Metropolitan University (now Leeds Beckett University)**

<http://www.leedsbeckett.ac.uk/studenthub/awards/>

**Teesside University**

email alumni.office@tees.ac.uk

**University of Huddersfield**

<https://www.hud.ac.uk/registry/certificatesanddiplomasupplements/certificates/>

**Sheffield Hallam University**

<https://www.shu.ac.uk/alumni/how-do-i/request/new-certificate>

**University of Lincoln**

<http://lincoln.ac.uk/home/alumnicommunity/benefitsandservices/orderacertificate/>

**Lancaster University**

<http://www.lancaster.ac.uk/student-based-services/the-base/alumni-document-ordering/faq/>

**Edexcel**

<https://qualifications.pearson.com/en/support/Services/replacement-certificates.html>

**Nottingham Trent University**

<https://www.ntu.ac.uk/m/collaborations-partnerships-at-ntu/replacement-certificates>