

Transcript Requests

A transcript is a detailed statement of the results you have achieved during the duration of your studies at AIT.

If you have recently received results you may be able to access those through the secure area following the steps outlined here or via the [European Diploma Supplement \(EDS\)](#) page

Transcripts for AIT courses can be obtained by filling in a [Transcript Request Form](#)

You will be asked to input your name, date of birth, student ID number (if known) area of study and a current address to send the transcript to.

Disclaimer: AIT will not use your personal information for anything other than processing this request, by submitting your email address below you authorise AIT to request and collect personal information for the purpose of processing your transcript request.

- For results from 2005 please allow 5 working days for processing.
For results prior to 2005 please allow 10 days for processing.
- There is a charge of €20- per request. Upon submission of request you will be contacted regarding payment (no cash payments)

If you have any queries or need clarification regarding transcripts, please email exams@ait.ie

Parchment Requests

Please note:

Athlone Institute of Technology is the awarding body and prints award parchments from 2005 to the present date.

The Higher Education and Training Awards Council (HETAC), formerly known as the National Council for Educational Awards (NCEA), was the awarding body and printed award parchments prior to 2005.

Requests for duplicate NCEA or HETAC parchments for the years up to and including 2004 should be made directly to QQI.

Please refer to the [QQI website](#) for details.

How to request an AIT Award Parchment

Graduands who do not attend their conferring ceremony are conferred in absentia. Unless otherwise requested their parchment will be put into storage in the exams office. If this applies to you, you may make a request for your parchment to be released by completing a [Parchment Release Form](#).

You will be asked to input your name, date of birth, student ID number (if known) area of study and a current address to send the transcript to.

Disclaimer: AIT will not use your personal information for anything other than processing this request, by submitting your email address below you authorise AIT to request and collect personal information for the purpose of processing your transcript request.

- Please allow up to 10 days for processing
- There is a charge of €25- per request. Upon submission of request you will be contacted regarding payment (no cash payments)

How to request a duplicate AIT Award Parchment

If your AIT award parchment has been irretrievably lost or damaged, a duplicate parchment may be requested. The Institute does not keep copies of award parchments. Please note that there is a **€65** charge for each duplicate parchment. Requests for duplicate parchments may take up to 4 weeks to process.

To request a duplicate parchment awarded by AIT, please complete the [Statutory Declaration & Request Form](#) and return both with the appropriate fee (€65 per parchment) to: exams@ait.ie or Examinations Office, Athlone Institute of Technology, Dublin Road, Athlone, Co. Westmeath.