

Heriot-Watt University Edinburgh Business School Checklist

The following item(s) are submitted to SBCS to be forwarded to Edinburgh Business School:

NAME: _____

DATE: _____

SID # : _____

NEW STUDENT

Programme Entry Form ☐
 Picture ☐
 Mature Entry ☐
 Professional Certificate Certified ☐
 Valid form of ID ☐
 Entry Qualification _____

MATRICULATION

Matriculation Form ☐
 Certificate Certified ☐

EXEMPTION

Programme Entry Form ☐
 Exemption Form ☐
 Certificate Certified ☐
 Original Transcript ☐
 a) Draft £ _____ ☐
 b) Credit Card Details ☐
 c) Fees on file at HWU ☐
 d) Fees on file at SBCS ☐

DEFERRAL

Course Name _____
 Original Exam Diet _____
 Preferred Exam Diet _____
 On time Late Fees attached

EXAMINATIONS

HWU Exam Registration Form ☐
 a) Draft £ _____ ☐
 b) Fees on file at HWU ☐
 c) Fee on file at SBCS ☐

ABSENT

Original Medical Certificate ☐
 Course Name _____
 Original Exam Diet _____
 Preferred Exam Diet _____

Examination Details

Course Name	First Attempt	Resit	Exam Diet	Exam Location	
				North	South
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

GRADUATION

Graduation Form ☐
 a) Draft £ _____ ☐
 b) Credit Card Details ☐

POSTGRAD CERTIFICATE/DIPLOMA

Postgrad Cert/Dip Application Form ☐
 a) Draft £ _____ ☐
 b) Credit Card Details ☐

OTHER _____ ☐

CHANGE OF ADDRESS/NAME FORM ☐

SIGNATURE: _____

RECEIVED BY: _____