



Request for information from the University of Oxford

Please send completed form to: Information Officer
University Offices
Wellington Square
OXFORD
OX1 2JD

PERSONAL DETAILS
Surname:
Forename(s):
Address:
E-mail address:
Contact tel. no:
INFORMATION REQUESTED (please see notes below)
Please describe the information you are requesting, providing as much detail on the subject matter as possible in order to help us locate the information.

Notes

- (i) The University may require further information from you to identify and locate the information requested.
- (ii) There may be a cost for providing the information you have requested. Any charges will be calculated in accordance with the fees regulations prescribed by the Department for Constitutional Affairs.
- (iii) If the University does not hold all the information you have requested, we may need to transfer your request to another public body. We will inform you of this as soon as possible.
- (iv) The University is not able to provide information held by the colleges. Colleges have their own arrangements in place for dealing with requests for information.

FOR OFFICIAL USE

(please append all correspondence)

Date request received:	Date completed:
Fee?	Date fee received: