

TRANSCRIPT REQUEST FORM

**Please print clearly.**

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| **STUDENT INFORMATION** | | **GENERAL INFORMATION** |
| Name | | 1. Transcripts are normally processed within 3 working days following the receipt of the request. 2. At peak periods, additional time may be required. 3. Requests received after 4:00 pm will be processed as having been received on the next working day. 4. Student records are confidential and transcripts are issued only on the written request of the student. 5. Pick up by a third party requires written permission and photo ID upon collection. 6. Transcripts sent directly to a student will be stamped “Issued to Student”. 7. Transcripts will not be issued if any University account is outstanding. 8. Transcript Fee (per copy): Kenya: KSh 500/= Pakistan: Rs 500/= Tanzania: TSh 10,000/= Uganda: USh 15,000/= UK: £ 4.00   US: $ 6.00   1. Transcripts cannot be emailed. Unless otherwise requested, transcripts will be sent via courier. Courier costs are the responsibility of the requestor. |
| Student ID Number | Year of Graduation |
| Programme of Study | |
| Former name used while at AKU (where applicable) | |
| Number of transcripts requested | Date of Birth (for verification purposes) |
| Mobile Number | Email |
| Delivery Method   * Sealed (will be sent to address listed below) * Unsealed (Issued to Student) | |
| Send transcript(s) to (provide complete mailing address with phone number): | |

|  |  |
| --- | --- |
| Signature | Date |

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| **Student Finance Office Use Only** | | | |
| Fee Paid (Amount) | Balance | | Initials |
| Number | | Date | |

Transcript Request Form Registrar’s Office v. March 2019