

Official Transcript Request Form

For Student Use

Student Name:		Student ID:	
Degree of <input type="checkbox"/> BBA <input type="checkbox"/> BCIT <input type="checkbox"/> EMBA		Concentration	Semester:
Mobile:		E-mail:	
Official Transcript:			
		<input type="text"/> Number of Official Transcripts	
Student Signature:		Date: / /	

Important Reminder

- Your first transcript is free. Each additional transcript costs 50 SR.
- Upon graduation, GRADUATES will receive a total of three (3) free transcripts.
- Official Transcripts (enclosed in a sealed envelope) opened prior to being delivered to a third party might not be considered official.
- No transcript will be handed to a student who has outstanding financial obligations.
- Processing takes a minimum of 2 business days.
- Overseas transcripts will only be sent via FedEx, directly charged to the student's account, in addition to the 50 SR fee.

For Official Use

(Step 1) – Registrar Officer:

- First Official Transcript - Free
 50 SR Additional Copy Number of transcripts requested: _____
 Transcripts for Graduates ONLY

(Step 2) – Student Accountant:

It is confirmed that all the financial settlements have been satisfied and student has paid the required fee for transcript, if applicable.

Name:	Signature:	Date: / /
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(Step 3) – Registrar Officer:

It is confirmed that the student has been given the requested transcript.

Name:	Signature:	Date: / /
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To be filled ONLY if Transcripts needs to be sent abroad:

University/Institute/College Name:		
Address:		
City:	State:	Country:
Zip Code:	Phone number:	