AUS | American University of Sharjah

OFFICE OF THE REGISTRAR

Request Form for Enrollment/Completion of Graduation Requirements Letter

➢ Please complete every field in this form and submit it to the Office of the Registrar or email it to TranscriptsAndLetters@aus.edu requests with incorrect or incomplete information cannot be processed.

➢ Next, please complete the payment. For AUS accepted payment methods please visit www.aus.edu/sites/default/files/accepted_forms_of_payment_at_aus_jan_2022.pdf. The fee for this request includes 5% VAT.

➢ Please note that the enrollment request service may not be available during registration and examination periods.

➢ Enrollment letters not collected within 90 days will be destroyed.

Full name _____ _____ _____   Gender: M☐ F☐
            First   Father or Middle   Family/Surname   (mark appropriate box)

_____   _____   _____   الاسم الكامل
إسم العائلة   إسم الأب   الاسم الاول

_____   _____   _____
Present College/School   Present Major (and concentration if any)   Present Minor (if any)

_____   _____   _____
Student ID   Mobile No.   Nationality

Requested Item	No. of copies in English	No. of copies in Arabic	3 Working Days' Service (AED 15.75 per copy)	24-hour Service (AED 36.75 per copy)	Same-day Service (Apply before 12 noon) (AED78.75 per copy)
1. Enrollment Certificate (for current semester)					
2. Certificate showing years spent at AUS (date of first enrollment)					
3. Certificate of completion of graduation requirements (for graduated students only)					
Send by	☐ By hand ☐ Courier (AED 94.50) Service time does not include delivery time by courier. Address and telephone number of the recipient are required (see below).				

Special Instructions. Include (mark appropriate box).
☐ English is the language for instruction at AUS.
☐ TOEFL/IELTS is a requirement for admission to AUS.

Other_____
_____

Total Amount to Pay	AED

Student's Signature	_____/_____/_____ DD MM YYYY

Address_____
_____
_____

Recipient's telephone number (required)_____