Transcript Request Form

- Please complete the form and payment, in order to pay by credit card please visit the link [http://www.aus.edu/downloads/file/164/](http://www.aus.edu/downloads/file/164/). Submit this form to the Office of the Registrar or email it to registration@aus.edu.
- Note that transcripts will not be sent via email or fax.
- Transcript request service may not be available during registration and examination period.
- The Fee for this request is including 5% VAT.
- Transcripts not collected within 90 days will be destroyed.
- **Due to all staff working remotely, only courier service is available and courier pick up is only once a week, on Tuesdays.**

### Requested Item

<table>
<thead>
<tr>
<th>Requested Item</th>
<th>No. of copies</th>
<th>3 Working Days' Service</th>
<th>24-hour Service</th>
<th>Same-day Service (Apply before 12 noon)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Official Transcript <em>(sealed and signed by the university Registrar)</em></td>
<td></td>
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<tr>
<td>2. Unofficial Transcript <em>(same information as an official transcript, but is not sealed or signed by the university Registrar)</em></td>
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</tbody>
</table>

### 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

(mark appropriate box)
- Include in-progress term (current semester courses)
- Hold for current semester's grades (to receive at the end of the semester)
- Hold for grade change ___________ for course_________
- Other__________________________________________

### Total Amount to Pay

AED

### Signature of Student

______________/__________/_______

DD MM YYYY

### Address

________________________________________________________

________________________________________________________

________________________________________________________

### Recipient’s telephone number (required)

________________________________________________________