



Request for Academic Record (Transcript)

Student Details – REQUEST WILL NOT BE PROCESSED IF ALL REQUIRED DETAILS ARE NOT PROVIDED

Family Name : _____ Student ID : _____
Given Name : _____ Course Enrolled : _____
Email Address : _____ Contact No. : _____

Request for Academic Record

	Tick box	No. of Copies
Final Academic Record <ul style="list-style-type: none">For students who have completed their course (graduated) or finished it otherwise (withdrew, etc).First two (2) copies are free of charge. Any request thereafter is charged at \$20/copy.Processing time is one week during the term.Processing of Final Academic Record at the end of term will take four (4) weeks after the release of results. All graduating students are provided with 2 free copies upon course completion.	<input type="checkbox"/>	<input type="text"/>
Interim Academic Record <ul style="list-style-type: none">For students who are currently enrolled and have not completed the course.First copy is free of charge. Any request thereafter is \$7 per copy.Processing time is one week.	<input type="checkbox"/>	<input type="text"/>

Forwarding Instructions

Mail to your postal address

Collect from Student Services

Student Signature : _____

Processing time is approximate only and may be longer during peak times.

Date : _____