



THE AGA KHAN UNIVERSITY

TRANSCRIPT REQUEST FORM

Please print clearly.

STUDENT INFORMATION		GENERAL INFORMATION
Name		<ol style="list-style-type: none"> 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 9. 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 <input type="checkbox"/> Sealed (will be sent to address listed below) <input type="checkbox"/> 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	