



LETTER GRADE REQUEST FORM

Name _____ Reg. No. _____ Program _____

Last Semester (Spring; Summer; Fall) _____ Year: _____

Last Quarter (*for EMBA students only*): _____

No. of courses passed in last semester/quarter: _____

Total courses passed: _____

Reason:

Per Letter Grade charges: AED 30/-

No. of Copies

Student's Signature

Date

For Office Use

Admissions Office: Comments _____ Signature _____ Date _____

Finance Clearance:

Payment received for:

No. of copies Total Amount: _____

Name of Finance Officer Signature Date

Head of Campus: Comments _____ Signature _____ Date _____

Note:

- Letter of Grades will only be issued after payment of all dues at Finance Office.
- Letter of Grades will be issued within two days and at least two weeks after official results have been posted.
- GPA/CGPA will not be mentioned in the Letter Grade.
- Form to be submitted at Records Department.