



**PROVISIONAL TRANSCRIPT REQUEST FORM**

Name \_\_\_\_\_ Reg. No. \_\_\_\_\_ Program \_\_\_\_\_

Last Semester (Spring; Summer; Fall) \_\_\_\_\_ Year: \_\_\_\_\_

**Reason:**

Per Letter Grade charges: AED 30/-

No. of Copies

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**For Office Use**

**Admissions Office:** Comments \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Program Manager:** Comments \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Finance Clearance:**

Payment received for:		
<input type="checkbox"/> No. of copies	Total Amount: _____	
_____ Name of Finance Officer	_____ Signature	_____ Date

**Controller Records:** Comments \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Manager Operations:** Comments \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:**

- Provisional Transcript will only be issued after payment of all dues at Finance Office.
- Provisional Transcript will be issued within seven days and at least two weeks after official results have been posted.
- Form to be submitted at Records Department.
- Urgent request processing fees AED 60/- (Letter will be issued within two working days)
- CGPA will be mentioned in the Provisional Transcript
- Transfer courses from other university are "not mentioned" on Provisional Transcript
- In case of nominating someone else to collect the Provisional Transcript the student has to email an authority letter to the Record Department. In order to collect the documents, the nominee has to submit a copy of his/her Emirates ID
- 5% VAT applicable as per U.A.E Federal Tax Authority regulations