

Transcript Request Form

Purpose of this form: Use this form if you need to receive a copy your academic records for education, employment, and or for any other reasons. Transcripts will be issued only upon the request of the student. Your transcript will indicate all courses completed at Kingston University as well as all credits accepted from other institution(s) listed along with the name of institution(s). **Transcripts can NOT be released to students who owe Kingston University fees or charges or who have missing documents in his/her file required by the university**. There are two kinds of transcripts issued by Kingston University. **Official Transcript**, which bears a raised seal of the university, and sent in a sealed envelope directly either to student or to the third party which is authorized by the student, is an official transcript, and must remain sealed to be official, and can be used for educational and professional purposes. **Student copy**, which does not bear raised seal of the university, can only be used by the student for his/her personal use.

ID #:

Student Name:

Last Name		First name		
Address:				
Street		Cit	y	State Zip
Phone: Fax	x:	Email:		
Program of Study:		_		
• -	ter / Spring / Summe	r / Fall	Year:	
				-
Term Last Attened: Wint	ter / Spring / Summe	r / Fall	Year:	
Please indicate Number of Copies	for the type of Tra	anscript requ	ested	
Item Description	Unit C	Charge Num	ber of Order	Amount Due
Official Transcript	\$15/0	1.0		
Pick up by student	\$0.	00		
Regular Mail*	\$0.	00		
Express Mail**	Curren	t Rate		
+ Additional Shipping Service	ce Charge \$10	.00		
Additional Shipping Service	1 1 020	0.0		
3-day Rush Order -additional	al charge \$30	.00		
3-day Rush Order -additional Bank charge for interbank for	ee transfer \$20	.00 FAL		
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*No charge for delivery **please check with the F Please indicate the proper recipie Party 1: Country Party 2:	through regular mail Registrar office for v nt name(s) and add	OO CAL	ery of your to No. No.	ranscript(s) below Transcript
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