



## Transcript Request Form

Please use this form to request official transcripts. This form may be submitted by mail or in person. The signature must match the signature we have on file. **Transcripts will not be issued to students who have disciplinary or financial holds on their record.** If your request has a financial hold on your record, please submit a new request after your account has been settled. Our office will hold the transcript for pick up. Please allow at least **five** working days for processing this request. Students can receive the transcript in a sealed envelope if requested. We will process your transcript request as currently displayed online through PowerCAMPUS. Only submit this form once all your grades are posted, we do not hold transcript requests.

Please PRINT or TYPE and return completed form to the Registrar's Office.

Number of official transcripts needed \_\_\_\_\_ (500 AFN fee for each copy)

Full Name \_\_\_\_\_

Student ID \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Dates of Attendance \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

If transcript is to be mailed outside of Afghanistan please fill in the following information:

Name of School/Company \_\_\_\_\_

Office/Department \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Country \_\_\_\_\_

Postal Code \_\_\_\_\_

Special Instructions:

### FOR STUDENT FINANCE USE ONLY

Student Finance Signature: \_\_\_\_\_

Date: \_\_\_\_\_