



Registration and Records Office OFFICIAL TRANSCRIPT REQUEST

Student ID Number: _____

Student Full Name: _____

Phone No. _____

Date Requested: _____

Major: _____

Minor: _____

Please allow up to 4 working days to process your transcript.

Should the transcript be sealed (required when submitted for graduate school)?

Yes

No

Cost

Transcript will cost \$10 per copy, to be paid to AUIS Finance Office.