

Transcript Request Form

To the Applicant:

Kindly complete this section of the form and send it to the Registrar (or the relevant person-in-charge) of the University from which you are requesting your transcript.

Applicants who are requesting for transcript from NUS itself, please submit your application online at <http://www.nus.edu.sg/registrar/adminpolicy/transcripts.html>. An application fee of \$5.00 (excluding GST) is applicable. To have this form attached to the transcript, you can email this form to transcript@nus.edu.sg as an attachment or submit it at the Student Service Centre. Please indicate in the Remarks column in the Online request, the mode and date that you have submitted this Form.

Applicant's Name: _____ Date of Birth: _____

Applicant's Tel: _____ Applicant's Email: _____

University: _____

Date of Enrolment: (From) _____ (To) _____

Date of Conferment: _____

Degree Conferred: _____

Mailing Address of NUS: _____
(Department/Faculty to receive the Transcript) _____

To the Registrar/Person-in-charge:

1. The person whose name appears above is applying for admission to our higher degree programme.
2. The application cannot be considered without an official transcript of academic records submitted by your University. This transcript must bear the stamp of your University and the name and signature of the Registrar or authorised person.
3. Subject to the rules governing your University, the transcript should include:
 - (a) Date of enrolment;
 - (b) A list of all subjects taken (with dates), and the grades obtained for each subject;
 - (c) Title of degree awarded and date of conferment;
 - (d) Rank in class (if any); and
 - (e) Interpretation or explanation of grades or marks.
4. If the transcript is in a language other than English, please provide an official English translation.
5. **DO NOT RETURN THE TRANSCRIPT TO THE APPLICANT. Please send the official transcript together with this form directly to the address given by the applicant above** in an official sealed envelope with its flap bearing the security seal of the University and the signature of the Registrar or his/her representative (with the designation indicated on the envelope). Thank you.