Kingston University

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.

Student Name: _____ **ID #:** _____
Last Name First name

Address: _____
Street City State Zip

Phone: _____ **Fax:** _____ **Email:** _____

Program of Study: _____

Term First Admitted : **Winter / Spring / Summer / Fall** **Year:** _____

Term Last Attened : **Winter / Spring / Summer / Fall** **Year:** _____

Please indicate Number of Copies for the type of Transcript requested

Item Description	Unit Charge	Number of Order	Amount Due
Official Transcript	$10/copy		
Pick up by student	$0.00		
Regular Mail*	$0.00		
Express Mail**			
- Shipping Service Charge	$5.00		
3-day Rush Order	$30.00		
Bank charge for interbank fee transfer	$20.00		
	TOTAL		

*No charge for delivery through regular mail
**please check with the Registrar office for various express delivery options and current rate

Please indicate the proper recipient name(s) and address for delivery of your transcript(s) below

Party 1: _____ **No. Transcript** _____

Address: _____

Country _____

Party 2: _____ **No. Transcript** _____

Address: _____

Country _____

Student's signature _____ **Date** _____

~~~~~~~~~~~~~~~~~~~~~~~~ **Office Use Only** ~~~~~~~~~~~~~~~~~~~~~~~~

Received by: **Date:**
Action taken:
Date transcript(s) delivered/student pick up:
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