



TRANSCRIPT REQUEST FORM

Processing fees per document:

\$25 or its equivalent in Egyptian pounds for express processing in one working day

\$9 or its equivalent in Egyptian pounds for regular processing in five working days

Forwarding fees per mailing address:

1. Documents addressed to any destination outside Egypt (other than the United States or Canada) will be sent by registered mail for free after five working days.
2. Documents addressed to the United States or Canada will be forwarded for free through the registrar's weekly Federal Express pouch to AUC's New York Office. Please allow seven to 10 working days for delivery after the pouch has been dispatched from Cairo.
3. Express documents addressed to any destination outside Egypt will be charged \$25 or its equivalent in Egyptian pounds in order to be forwarded the next working day via express service.
4. Express service within Egypt will be charged \$9 or its equivalent in Egyptian pounds per mailing address.

Please pay the appropriate amount at the cashier and submit the form at the Student Service Center.

Student name _____

ID number _____ tel _____

If the ID number is not available, please indicate the following:

Date enrolled ___/___ (m/y) Date graduated ___/___(m/y)

Major _____

Please indicate if the transcript will be presented at the Ministry of Foreign Affairs.

- Yes No

Please specify your program:

Bachelor's degree: Number of official sealed copies _____

Master's degree: Number of official sealed copies _____

Nondegree or study abroad: Number of official sealed copies _____

PhD: Number of official sealed copies _____

- **Transcripts not collected within four months from the date of issuance will be discarded.**
- **No transcripts are processed unless all outstanding obligations to the University are cleared.**
- **No transcripts will be delivered except upon submitting the Student Service Center log, cashier's receipt PLUS an official identification card of the transcript holder.**

When are transcripts printed?

- Currently enrolled students:** No transcripts are processed during the posting of the final grades period. You may request your transcript, but you will **not** receive it until **all** final grades are posted for **all** students enrolled in the current semester.
- Graduating class:** Transcripts are **not** processed between the period of posting final grades and commencement (except for students graduating in the summer session, who receive transcripts two weeks after the final day of exams).
- All other categories (withdrawn, graduated, dismissed or on educational leave of absence):** Your transcripts may be processed at any time.

enrolauc@aucegypt.edu

www.aucegypt.edu





Please provide the following information:

Name of person to whom transcript will be sent

[Grid of 28 boxes for name entry]

Title of person to whom transcript will be sent

[Grid of 28 boxes for title entry]

Department name

[Grid of 28 boxes for department name entry]

University

[Grid of 28 boxes for university entry]

Street or P.O. Box

[Grid of 28 boxes for street or P.O. Box entry]

City/State or Province/Zip code

[Grid of 28 boxes for city/state/province/zip code entry]

Country

[Grid of 14 boxes for country entry]

Number of copies

[Grid of 2 boxes for number of copies entry]

Destination telephone number

[Grid of 14 boxes for destination telephone number entry]

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