



**THE AMERICAN UNIVERSITY IN CAIRO**

الجامعة الأمريكية بالقاهرة

Office of the Registrar

**CLEARANCE FOR DOCUMENT RETRIEVAL (FOR DISQUALIFIED OR CONTINUING STUDENTS)**

**PLEASE PRINT CLEARLY**

**Full Name:** \_\_\_\_\_

**AUC ID:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mobile #:** \_\_\_\_\_

**Please check the credentials you are requesting:**

Birth Certificate

Secondary school certificate

Others (please specify in the box below)

**Important Notes:**

1. You may receive your original credentials (if available) after being disqualified or withdrawing from the University. You will have to resubmit your original credentials back in case you apply for readmission. Continuing students received **copies** of documents.
2. **Transcript** and **recommendation letters** are issued specifically to AUC and **cannot** be released or copied from the student file.
3. You must pick up your documents in person (please show your ID card or any other acceptable identification) within 5 working days, otherwise you will need to renew your request.

**FOR DISQUALIFIED OR WITHDRAWING STUDENTS ONLY - you must obtain the following signatures/clearances before you submit this form:**

**Controller**

(Admin Building Room P.035): \_\_\_\_\_

**Student Financial Affairs**

(I.C. Room 2012): \_\_\_\_\_

**Library:** \_\_\_\_\_

**Military Service & Residency**

(Admin Bldg. Room P.041): \_\_\_\_\_

Disqualified or withdrawing students must receive signatures from each area before submitting form.

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

\_\_\_\_\_  
**Date**

**For Office Use Only**

**Staff Remarks:** \_\_\_\_\_

**Documents ready for pick up on:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_