



**LETTER GRADE REQUEST FORM**

Name \_\_\_\_\_ Reg. No. \_\_\_\_\_ Program \_\_\_\_\_

Last Semester (Spring; Summer; Fall) \_\_\_\_\_ Year: \_\_\_\_\_

Last Quarter (for EMBA students only): \_\_\_\_\_

No. of courses passed in last semester/quarter: \_\_\_\_\_

Total courses passed: \_\_\_\_\_

**Reason:**

Per Letter Grade charges: AED 30/-

No. of Copies

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**For Office Use**

**Admissions Office:** Comments \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Program Manager:** Comments \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Finance Clearance:**

Payment received for:		
<input type="checkbox"/> No. of copies	Total Amount: _____	
_____ Name of Finance Officer	_____ Signature	_____ Date

**Controller Records:** Comments \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Manager Operations:** Comments \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:**

- Letter of Grades will only be issued after payment of all dues at Finance Office.
- Letter of Grades will be issued within two days and at least two weeks after official results have been posted.
- GPA/CGPA will not be mentioned in the Letter Grade.
- Form to be submitted at Records Department.