

**TRANSCRIPT / DEGREE COMPLETION FORM**

Name _____ Reg. No. _____ Program _____

E-Mail _____ Contact No. _____

Applying for the issuance of:

Final Transcript Letter: AED 21/- (VAT Included)
(issued only when Final Transcript is in process)Degree Completion Letter: AED 21/- (VAT Included)
(attach copy of Final Transcript)_____
Student's Signature_____
Date**For Office Use****Admissions Office:** Comments _____ Signature _____ Date _____**Records Office:** Comments _____ Signature _____ Date _____**Finance Clearance:**

Payment received for:

No. of copies

Total Amount: _____

Name of Finance Officer_____
Signature_____
Date**Head of Campus:** Comments _____ Signature _____ Date _____**Note:**

- Letter will only be issued after payment of all dues at Finance Office
- Letter will be issued within seven working days
- Form to be submitted at Records Department
- Urgent request processing fees AED 42/- (VAT Included) (Letter will be issued within one working day)
- 5% VAT applicable as per U.A.E Federal Tax Authority regulations