

REGISTRATION DATE: .../...../.....

Ref. No. (REG 17 - D)

**Re-Print (Transcript / Certificate)**

<b>Student Name:</b>			
<b>Major:</b>		<b>Enrolment Year:</b>	
<b>Faculty:</b>		<b>Graduate Year:</b>	
<b>Student Signature:</b>		<b>Email:</b>	
		<b>Phone #:</b>	

Student will not be including the graduates list nor will he/she receive his/her certificate until this form is completed.

**Reprint Reason**

<b>Personal Data/Information Change</b>	
<b>Lost Transcript</b>	
<b>Lost Certificate</b>	
<b>Others</b>	

<b>Registrar</b>	To confirm the student personal information (Name in English as per passport, Date & Place of Birth & High school certificate)	
<b>Name &amp; Signature</b>		<b>Name &amp; Signature</b>

<b>Students Archives</b>	The student has completed his/her file including certificates and graduating requirements.	
<b>Name &amp; Signature</b>		<b>Date:</b> / /20__

<b>Graduate Office:</b>	The student has completed all graduation requirements and his certificates will be ready upon official graduation ceremony date.	
<b>Name &amp; Signature</b>		<b>Date:</b> / /20__

<b>Finance Department</b>	<b>- Reprint Fees</b>		
<b>Name &amp; Signature</b>		<b>Date:</b> / /20__	
<b>Finance Manager</b>		<b>General Secretary</b>	

<b>Exam Unit</b>	According to our records, the student has completed his/her academic requirements and is listed in this year's graduating students.	
<b>Name &amp; Signature</b>		<b>Name &amp; Signature</b>

University President