

**TRANSCRIPT REQUEST FOR**  
**STUDY ABROAD AND INTENSIVE ARABIC PROGRAMS**

You are entitled to one student copy of your transcript and one official copy of your transcript to be sent to your home university. Transcripts will not be released unless you provide written permission and provide full and complete addresses to send the student and official transcripts to. This is true even of students coming from partnering institution or on exchange programs.

All transcript requests are filled by the Registrar's Office in Cairo. Please, therefore, to not use colloquial abbreviations for the street or city in the addresses you provide (for example: SF for San Francisco). Be certain to include any postal code that may help in the delivery of your record.

Since you may forget to order your transcript at the end of your program before you leave Cairo, we encourage students to order their records through the New York Office prior to their departure. Your request through NYO will be given to the Registrar's Office to be filled.

Please note that no transcript will be released by the Registrar if you owe AUC money. Charges for library fines, lost books, dormitory visitors, the airport pick up - all must be paid to clear your account so that a hold will not be put on the release of your transcript. It is therefore imperative that you check your student account before you leave AUC and settle any outstanding amounts!

If you need more than one student copy and the one official copy of your transcript, the cost per transcript is \$5.00. Written permission is required to accompany your personal check or bank money order (payable to American University in Cairo) to cover the cost of any additional transcripts requested. AUC does not take credit cards.

Please return the attached form to:

The American University in Cairo  
Office of the Registrar  
c/o Office of Student Affairs  
420 Fifth Avenue, 3rd Floor  
New York, NY 10018-2729

AMERICAN UNIVERSITY IN CAIRO  
OFFICE OF THE REGISTRAR  
C/O OFFICE OF STUDENT AFFAIRS  
420 FIFTH AVENUE, 3<sup>RD</sup> FLOOR  
NEW YORK, NY 10018 – 2729

TRANSCRIPT ORDER FORM

To: The Registrar's Office, American University in Cairo

Name: \_\_\_\_\_ AUC ID Number: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Program Studied at AUC: \_\_\_\_\_

Please send a student copy of my transcript to me at no charge. My address where I will receive transcript is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send an official copy of my transcript to the following office/individual at my home university.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I wish to order additional copies and have enclosed payment of \$5.00 per copy:

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1. _____<br>_____<br>_____<br>_____ | 3. _____<br>_____<br>_____<br>_____ |
| 2. _____<br>_____<br>_____<br>_____ | 4. _____<br>_____<br>_____<br>_____ |

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

Student's Name (Print): \_\_\_\_\_

Date of Request: \_\_\_\_\_

\* If applicable, please send your check or bank money order payable to "American University in Cairo" at the above address. Your canceled check is your receipt. Credit cards and cash are not accepted.  
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