

Request for Academic Records

Note to Applicant: This form is available for you to request to have your academic records forwarded to KAUST. Please complete the top portion of this form and then submit it to your institution's registrar/controller of examinations (or other office responsible for student records). If you attended multiple schools, fill out one form per school and send a form to each of them. Please note that some institutions require a fee for this service, so please check with your school prior to sending the form.

Last/Family Name _____

First/Given Name _____

Previous Name (if applicable) _____

Date of Birth _____ Email address _____

Institution Name _____

Dates Attended (From) _____ (To) _____

Degree Name (if applicable) _____

Year of Award (if applicable) _____ Major _____

Student ID or Roll Number at institution (if applicable) _____

I hereby authorize the release of my academic records to King Abdullah University of Science &

Technology. Signature: _____ Date: _____

Note to Authorized Official: The above named person seeks to have his/her transcript of academic records/statement of marks – showing all subjects completed and all grades/marks awarded for all years of study – to be released to King Abdullah University of Science & Technology. Please complete this form and **return with a complete official transcript/statement of marks** to KAUST at the address listed below.

Name of Official Completing Form _____

Title _____ Email _____

Phone Number _____

I confirm that the student named above attended _____ (institution).

Degree obtained (if applicable) _____

Authorized signature: _____ Date: _____

Mail to: Office of Admissions, Student Affairs - Building 18, Suite. 3222, 4700 King Abdullah University of Science and Technology, Thuwal 23955-6900, Kingdom of Saudi Arabia