



Name: (block letters as spelled on application) _____		Student ID _____	
First _____	Father _____	Family _____	
Faculty _____	Class _____	Major _____	Tel _____
Indicate your graduation year or the last semester you attended the university _____			
MARK THE ITEM REQUESTED			N° OF COPIES
1 <input type="checkbox"/> Transcript of records issue after <input type="checkbox"/> Term grades are available <input type="checkbox"/> Degree award date is posted <input type="checkbox"/> Grade change <input type="checkbox"/> Name change	<input type="checkbox"/> Student Copy <input type="checkbox"/> Official Copy	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	
2 <input type="checkbox"/> Enrollment certificate in English			
3 <input type="checkbox"/> Certificate indicating completion of freshman requirements			
4 <input type="checkbox"/> Statement indicating the official language of instruction at NDU			
5 <input type="checkbox"/> Authenticating a photocopy of a degree (please provide copies)			
6 <input type="checkbox"/> Statement indicating program cost for a new student bank loan			
7 <input type="checkbox"/> Statement indicating credits completed and credits left for graduation <input type="checkbox"/> + credit cost	<input type="checkbox"/> Arabic <input type="checkbox"/> English		
8 <input type="checkbox"/> Certificate showing years spent at NDU	<input type="checkbox"/> Arabic <input type="checkbox"/> English		
9 <input type="checkbox"/> Certificate indicating degree received	<input type="checkbox"/> Arabic <input type="checkbox"/> English		
10 <input type="checkbox"/> Certificate indicating minor program completed	<input type="checkbox"/> Arabic <input type="checkbox"/> English		
11 <input type="checkbox"/> Statement of Fees	<input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____		
12 <input type="checkbox"/> Enrollment certificate showing courses taken	<input type="checkbox"/> + time schedule		

- 1- A fee of LBP 15,000 is charged for each official transcript copy and LBP 5,000 for each unofficial copy. Fill in the form, pay at the Business Office and return it to the Office of the Registrar.
- 2- No official or non official transcript of students' records may be released without written request and consent of the student concerned.
- 3- Request with incorrect or missing information will be ignored.
- 4- A minimum of two working days is needed for the preparation of requests except at times of registration and graduation when more time is needed.

Date

Signature