

**ACADEMIC TRANSCRIPT  
REQUEST**

**Office of the Registrar**

Official transcripts are available from Enrollment Services for the fee of 40 Dhs/ Urgent request: 100Dhs  
(Postage fees for registered mail:17 Dhs within Morocco; 30 Dhs (US \$4) mail to Europe; 40 Dhs (US \$5.5) mail to America  
; 45 Dhs (US \$6) mail to Asia )

**PLEASE ATTACH THE PAYMENT RECEIPT TO THE FORM.**

Normal request /\_\_/\_/ Urgent request /\_\_/\_/

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Given Name Family Name

Prepare \_\_\_\_\_ official copy(ies) of my academic transcript  I will collect the transcript(s) at Enrollment Services  
Number of Copies  I want the transcript(s) mailed to the address provided below

Address to which Transcript(s) is/ are to be mailed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transcript(s) needed  During the current term **OR**  at the conclusion of the current term

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY THE BUSINESS OFFICE**

Cleared by Business Services \_\_\_\_\_ on \_\_\_\_\_ Payment received by \_\_\_\_\_

Received by Enrollment Services on \_\_\_\_\_ Processed on \_\_\_\_\_

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