



OFFICIAL TRANSCRIPT REQUEST FORM

I would like to request the official transcript of my academic record with the following details.

Student ID:	
Student Name:	

I want () copy/ies of my transcript.

Student's Signature: _____

Date Signed: _____

Important Note:

- 50sr plus VAT for each copy of the transcript. Kindly pay the fees to the Student's Accounts office or you may pay through electronic payment with PSU IBAN: SA304-000-0000-0026-5063-0884.
- After the payment made, send a copy of the receipt to the Student's Accounts (sa@psu.edu.sa)

What do you want for the university to do with the official transcript?

() I want the university to send the transcript through postal mail and I agree to pay the postal fees. Please indicate the complete mailing address:

() I want the university to send the digital copy of my transcript through my email. Please write the correct email address: _____

() I want to pick up the transcript folder.