



TRANSCRIPT/CERTIFICATE REQUEST FORM

Serial No. _____

NOTES:

- 1 Transcripts may need up to **one working week** to be processed and Certificates may need up to **one month** during term time and longer if requested during the admissions, registration, graduation and exam period. If your request is urgent, a surcharge of \$30 can be paid to receive the transcript(s) within 24 hours. Payment is made through the Finance department.
- 2 Submit all completed forms to ARO. Student should keep a copy of all completed form/s and all supporting payment evidence.
- 3 A third party may collect the transcript on behalf of the student. The student must send an authorization letter stating the name of the third party to registry@ukh.edu.krd. When claiming the transcript, the person authorized to claim the transcript should bring with him/her national ID or a UKH valid ID.
- 4 The first copy of the transcript is free of charge. Each additional copy will be charged \$20 USD.

I. Student Details

Student Name : _____ Student ID No : _____
 Mobile No : _____ UKH Email : _____
 Degree : _____ Level : UG PG

II. Request Details

Number of Transcripts Required _____
 Academic year that you studied at UKH _____
 Number of transcript/s previously requested _____
 Transcript/s to be official sealed in an envelope? Yes No

I confirm that I have read and understood all the information above.

Student's Signature : _____ Date : _____

III. Payment

Payment Amount : _____
 Receipt Number : _____
 Issued By: : _____ (Name) _____ (Signature) _____ (Date)

IV. Receipt of Transcript / Certificate

Received By: : _____ (Name) _____ (Signature) _____ (Date)

For Official Use Only

Received by ARO Staff : _____ Date : _____

Office of the Academic Registrar / Mobile: +964 750 857 8844 - 33 / Email: admissions@ukh.edu.krd