



## OFFICIAL TRANSCRIPT REQUEST FORM

### I. TO BE COMPLETED BY THE STUDENT

- Kindly complete this form, pay AED 20 per transcript, and return this form to the Registrar's Office.
- Please allow **2 Working Days** to process transcripts.
- You must have a complete admission's file in order to receive an official transcript.
- Transcript **cannot be released to a third party** without an authorization form signed by the student.
- If leaving AUD, please complete the Transfer/Drop Survey to receive an official transcript.

|  |  |
|--|--|
| <b>DATE</b>  | <b>ID NUMBER</b>   |
| <b>FULL NAME</b>   | <b>NUMBER OF TRANSCRIPTS REQUESTED</b>                               |
| <b>PICK UP / MAIL</b><br><br><input type="checkbox"/> Pick up Transcripts <input type="checkbox"/> Please Mail<br><br><input type="checkbox"/> My self <input type="checkbox"/> UAE Post<br><input type="checkbox"/> Other <input type="checkbox"/> Courier<br><br>_____ | <b>ADDRESS</b><br><br><br><br><br><b>Valid Phone # (for courier)</b> |

**Please tick the reason for requesting a transcript**

- |  |   |
|--|---|
| <input type="checkbox"/> Visa/passport requirements  | <input type="checkbox"/> Transfer to another university |
| <input type="checkbox"/> Job application             | <input type="checkbox"/> AUD-related                    |
| <input type="checkbox"/> Other, Please specify _____ |   |

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**DATE** mm/dd/yy

### II. TO BE COMPLETED BY FINANCE DEPARTMENT

\_\_\_\_\_  
**FINANCE SIGNATURE**

\_\_\_\_\_  
**TRANSCRIPT AMOUNT**

Courier Amount Paid \_\_\_\_\_  
Tracking Number \_\_\_\_\_

**Paid**  Yes  No

### III. TO BE COMPLETED BY REGISTRAR

The transcript request could **not** be **processed** because the above student is on:

- Library Hold     
  Admissions Hold     
  Financial Hold     
  Passport Hold

\_\_\_\_\_  
**REGISTRAR SIGNATURE**

\_\_\_\_\_  
**PICK UP DATE** mm/dd/yy



## PERMISSION TO RELEASE EDUCATION RECORD INFORMATION

### REQUESTED BY (STUDENT)

LAST NAME

FIRST NAME

STUDENT IDENTIFICATION NUMBER

DATE

### RELEASE TO (RECIPIENT)

LAST NAME

FIRST NAME

ORGANIZATION / SCHOOL

ADDRESS

### EDUCATION RECORD INFORMATION TO BE RELEASED

#### PURPOSE OF RELEASE

I give permission to the AUD Registrar's Office to release the specified information to the recipient listed above.

- Transcripts
- Term Grades
- Official Letter
- Copy of Documents
- Other Specify \_\_\_\_\_

STUDENT SIGNATURE

#### OFFICE USE ONLY

Action Taken:  Completed  Filed  Held  Other \_\_\_\_\_

Registrar Staff Name

DATE

OFFICE OF THE REGISTRAR



## TRANSFER / DROP SURVEY

AUD seeks to provide a comprehensive approach in meeting student needs. As we seek to fulfill that mission, we would appreciate your responses to the questions below which will help us evaluate and improve AUD's programs and services.

**IF YOU ARE LEAVING AUD, PLEASE TICK THE REASON:**

- Leaving the country                       Family Reason  
 Lack of program availability             Quality of education     Cost of Tuition  
 Attending another University or College - please specify which one \_\_\_\_\_  
 Other reason – please specify \_\_\_\_\_

**Please indicate how strongly you agree or disagree with the following statements by marking (X) in the appropriate box**

|                             | ITEM  | STRONGLY<br>DISAGREE | DISAGREE | NEUTRAL | AGREE | STRONGLY<br>AGREE |
|-----------------------------|---|----------------------|----------|---------|-------|-------------------|
| <b>Academic Experience</b>  |   |                      |          |         |       |                   |
| 1.                          | The choice of majors at AUD did not fit my interests or needs             |                      |          |         |       |                   |
|                             | Please give an example of a major you would have preferred:               |                      |          |         |       |                   |
| 2.                          | There were an adequate number of instructors teaching in my area of study |                      |          |         |       |                   |
| 3.                          | The quality of instruction at AUD was satisfactory                        |                      |          |         |       |                   |
| <b>Social Environment</b>   |   |                      |          |         |       |                   |
| 4.                          | There was a strong sense of student community                             |                      |          |         |       |                   |
| 5.                          | There was limited integration among different ethnic groups on campus     |                      |          |         |       |                   |
| 6.                          | There were a wide variety of student activities                           |                      |          |         |       |                   |
| <b>Physical Facilities</b>  |   |                      |          |         |       |                   |
| 7.                          | AUD had sufficient computer support and equipment                         |                      |          |         |       |                   |
| 8.                          | The leisure facilities on campus were sufficient                          |                      |          |         |       |                   |
| <b>Services</b>             |   |                      |          |         |       |                   |
| 9.                          | AUD's administrative offices were supportive                              |                      |          |         |       |                   |
| 10.                         | Student Services did provide assistance in useful areas                   |                      |          |         |       |                   |
|                             | Please provide examples of <i>other</i> useful areas of assistance:       |                      |          |         |       |                   |
| <b>General Satisfaction</b> |   |                      |          |         |       |                   |
| 11.                         | Overall I am satisfied with my experiences at AUD                         |                      |          |         |       |                   |
| 12.                         | I would recommend AUD to a friend   |                      |          |         |       |                   |

Should you want to provide additional comments regarding your experiences at aud and your decision to leave, please attach an extra page.

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE**