



OFFICIAL TRANSCRIPT REQUEST

AMERICAN UNIVERSITY OF ARMENIA

INSTRUCTIONS

1. Fill out all fields in **Personal Information**
2. Indicate **how many** transcripts you would like.
3. If the transcript requires a **stamp (pechat) and/or an envelope**, check appropriate boxes.
4. To ensure your transcript reflects the most recent courses check **"Hold Until Final Grades Recorded"**
5. If you are unable to pick up your transcript in person, **you may give permission*** to another party.
Please fill out the appropriate fields.
6. Sign the form.

Transcripts cost 500 AMD per document

**The Office of the Registrar will refuse to give documents to unauthorized persons, regardless of familial relation.*

ABOUT TRANSCRIPTS

- A *transcript* is the academic record of every class a student has taken and every grade they have received to-date.
- Standard processing time for transcripts are 3 business days. Rush services are not available.
- Transcripts are ready after 16:00 on any given day.
- The Office of the Registrar reserves the right to withhold documents to any individual with outstanding debt.
- The Office of the Registrar does not mail transcripts.
- If a transcript is not picked up within 3 months, it will be destroyed, and the student must request and pay again.

Personal Information: AUA ID: _____

Full Name: _____
Last Name First Name Middle Name

Cell Phone: _____ Email: _____

Current/Former AUA Student Degree Program _____

AUA Alumnus

Last Semester Completed: _____ Term/Year Graduated: _____

# Of Transcripts	Stamp (pechat)	Envelope

Hold Until Final Grades Recorded

I hereby give permission to the following individual to receive my transcript in my place:

Full Name Relation Passport No.

Student Signature Date

Office of the Registrar

Total Cost: _____