

**NUS Graduate School for
Integrative Sciences and Engineering
Doctor of Philosophy Application
Transcript Request Form**

To the Applicant:

Kindly complete this section of the form and send it to the Registrar (or the relevant person-in-charge) of the University from whom you are requesting your official transcript.

Applicants who are requesting for transcript from NUS itself, please submit your application online at <http://www.nus.edu.sg/registrar/adminpolicy/transcripts.html>. An application fee of \$5.00 (excl GST) is applicable. To have this form attached to the transcript, you can email this form to transcript@nus.edu.sg as an attachment or submit it at the Student Service Centre. Please indicate in the Remarks column in the Online request, the mode and date that you have submitted this Form.

Applicant's Name: _____ Date of Birth: _____

Applicant's Tel: _____ Applicant's Email: _____

Date of Enrolment: (From) _____ (To) _____

Date of Conferment: _____

Degree Conferred: _____

Mailing Address of the
NUS Faculty / School to
receive the Transcript

**NUS Graduate School for Integrative Sciences and Engineering
University Hall, Tan Chin Tuan Wing
Level 04, #04-02
21 Lower Kent Ridge
Singapore 119077
Republic of Singapore**

To the Registrar/Person-in-charge

1. The person whose name appears above is applying for admission to our higher degree programme.
2. The application cannot be considered without an official transcript of academic records submitted by your University. This transcript must bear the stamp of your University and the name and signature of the Registrar or authorised person.
3. Subject to the rules governing your University, the transcript should include:
 - (a) Date of enrolment;
 - (b) A list of all subjects taken (with dates), and the grades obtained for each subject;
 - (c) Title of degree awarded and date of conferment;
 - (d) Rank in class (if any); and
 - (e) Interpretation or explanation of grades or marks.
4. If the transcript is in a language other than English, please provide an official English translation.
5. Please send the official transcript together with this form in an officially sealed envelope, with its flap bearing the security seal of the University, to the afore-mentioned mailing address.

Thank you.