



Application For Documents

1. This form must be completed for all Transcript and Replacement Student Card Requests
2. Where payment is due, please take the completed form to Accounts, pay the appropriate amount and attach a copy of the receipt to the application
3. If you are requesting a letter, you may just download the 'letter request form' from the portal, complete it and present it to the Student Services Officer, i.e. – you do not need to also complete this form
4. Please note that at busy times it may take up to 48 hours to process this form

Name of Student: _____
(Family name / Surname) (First name) (Other name)

Student Number: _____ Course: _____

Date of Birth: _____ Telephone: _____

Signature: _____ Date: _____

LETTERS		Fee Pd
<input type="checkbox"/>	To confirm study at AUSI/ Internship applications/Opening a bank account <small>You must be studying in the current semester before such letters can be issued During a semester break, you must have paid your fees for the next semester and/or have done your unit selections before a letter of confirmation can be issued</small>	No charge <input type="checkbox"/>
<input type="checkbox"/>	To confirm units being studied this semester for transfer purposes <small>All letters should be collected from the Student Services Officer</small>	No charge <input type="checkbox"/>
STUDENT CARDS <small>Student cards are organised by the Student Records Officer You will receive your Student Card at Orientation.</small>		
<input type="checkbox"/>	Replacement for lost or stolen student card	Ksh100 <input type="checkbox"/>
<input type="checkbox"/>	Replacement for expired student card <small>You must attach your expired student card to this form</small>	No charge <input type="checkbox"/>
OFFICIAL TRANSCRIPTS		
<input type="checkbox"/>	Statement of Academic Record <small>First Statement of Academic Record is free of charge at the end of your course and is issued through the Student Records Officer Additional end of course transcripts or in-semester transcripts will cost Ksh500 each Please note that results may be printed from the student portal at any time if there are no fees outstanding</small>	Ksh500 <input type="checkbox"/>

INSTRUCTIONS FOR MAILING OF TRANSCRIPTS

Mailed to address _____

Rates _____ On request

Collect requested item from the designated person on ____ / ____ / ____ (Date)