

TRANSCRIPT REQUEST FORM

NOTES

1. Transcripts are only sent to institutions
2. Transcript cost: \$1,000.00 per programme/course for each institution
3. Transcripts will be dispatched within 5 working days
4. Transcript services are **NOT** available to students with outstanding fees
5. The timely processing of your document is dependent on the accuracy and completeness of the information supplied.

Is this the first request for the Participant? Yes [] No []		If no, give date of application	
Name of Participant(while attending MIND):		Date of Birth :	
Current Mailing Address:			
		Participant's ID #	
Telephone (w)	Telephone (c)	E-mail Address:	
Course/Programme Completed		Start Date	End Date
1.			
2.			
3.			
Give full name and address of Organization or Institution where document should be addressed:			
Name		Contact/Address	
a.			
b.			
Indicate method of dispatch: Send by bearer [] To be collected [] Registered mail [] Ordinary Mail [] * Courier Service [] (* attracts additional charge)			
Date of Request:	Name of person completing form:	Contact Number:	Signature:
For Official Use Only			
Receipt #		Receipt Date:	
Search Status:			
Search Status:			
Prepared by:	Checked by:	Approved by:	Date Dispatched: