

## 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 <input type="checkbox"/> No <input type="checkbox"/>		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 <input type="checkbox"/> To be collected <input type="checkbox"/> Registered mail <input type="checkbox"/> Ordinary Mail <input type="checkbox"/> * Courier Service <input type="checkbox"/> (* attracts additional charge)			
Date of Request:	Name of person completing form:	Contact Number:	Signature:
<b>For Official Use Only</b>			
Accounts Unit			
Financial Status:	Financially Clear <input type="checkbox"/>	Not Financially Clear <input type="checkbox"/>	
Receipt #	Receipt Date:	Signature (Accounts)	
Registry and Records Management Unit			
Research Status:	Complete <input type="checkbox"/>	No Record Found <input type="checkbox"/>	
Prepared by:	Checked by:	Approved by:	Date Dispatched: