



American International School Abu Dhabi

Official Transcript Request Form

Purpose for requesting Transcript

University Application Abroad
University Application in UAE/GCC
Master's Degree
Military Service
Employment in UAE
University Transfer

- Requested transcripts can either be picked up or couriered (via Aramex)*
- COMPLETE FORM AND RETURN TO AISA REGISTRAR BY HAND OR EMAIL: admissions@aisa.sch.ae

Requestor Information

AISA ID # : _____ Student Full Name : _____ Date : _____

Gender : _____ Mobile # : _____ Email : _____

Last Grade Level attended AISA Circle : **9 10 11 12** Graduated from AISA Year _____

Official Transcript

Due Date :		
Email to	University Name :	
	University Email :	
	Application ID # :	
Send it electronically through BridgeU (this option is only available to class of 2019-on)		
Courier to	University Name :	
	Application ID # :	
Sealed Envelope: Must remain sealed until delivery or recipient may not recognize as an Official Transcript.		

Unofficial Transcript

For Pick up	Date of pick up	
Courier to	Mailing address	

Signature : _____

Date : _____

***Note:** Please pay the amount of 100.00 Dhs for the Aramex courier charges at the AISA accounts department. Present the receipt to the Registrar so we can send the document requested. NO RECEIPT, NO MAILING

For Office use Only

Received by	Date	Date resolved