APPLICATION FOR
ACADEMIC TRANSCRIPT/PARCHMENT (Certificate)

A final Academic Transcript/Parchment is issued when students complete their academic program. The transcript/parchment can be collected from Student Services Dept. after the graduation

If student wishes to have the Academic Transcript issued before completion of either University Foundation Program; Diploma of Business or Diploma of Computing, they must complete the following form and submit to the Student Records Department leaving adequate processing time (see note below)

I require an <u>Academic Transcript</u> ☐   **<u>Parchment</u>** ☐ (please √)

NAME:

(Student name in the Transcript/Parchment will be as shown in the student portal)

A. My name in the portal is correct   (please   √)   ☐

B. My name needs correction in the portal   (please   √)   ☐

If the answer to B is √ , then the student is required to follow the name change process explained in the Student Handbook

STUDENT NO:
COURSE:

IN CASE IF THE ACADEMIC TRANSCRIPT IS REQUIRED BEFORE COMPLETION OF THE PROGRAM OR IF THE CERTIFICATE IS REQUIRED BEFORE THE GRADUATION, THE REASON:

I am aware that, I cannot request for completion documents, if I have not met the Academic English entry requirements/conditions

Signature of Student ………………………………………………………………… Date …………………………………

NOTE:

1. **Student should apply for this in advance as this goes through a stringent checking and verification process with multiple approvals and signatures**
2. **A <u>minimum of three</u> working days (03) is required to process an application**
3. **ACBT does not issue parchments (certificate) or completion letters for the Bachelor's degrees and MBA (I). These are issued by ECU directly**

Application Form received by …………………………………………… Student Records on……………………. Date

Academic Transcript/Parchment picked up by …………………………………………………… on ………………… Date