



Transcript Request Form

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Schools: Nairobi Evangelical Graduate School of Theology (NEGST), School of Education, Arts and Social Sciences (SEAS), School of Business and Economics (SBE) and Institute for the Study of African Realities (ISAR)

Full legal name of student/alumni _____

Student No.: _____

Postal Address: _____

Date of birth: _____

Email: _____

Date: _____

Phone No. _____

Are you currently enrolled? ___ Yes ___ No

If no, date last enrolled _____

Number of copies: _____

If enrolled, do you want this request held for current semester grade posting? ___ Yes ___ No, send now.

If your name has changed since your records were established, please print former name _____

Your Signature: _____

If you wish to submit this form electronically: Instead of a written signature, you type out your Kenyan National ID no/Passport No. (for international applicants). In doing so, you agree that this carries the same authority as your hand-written signature.

Transcripts will not be issued to any students who have financial obligations to the school.

MAIL TO: (Please Print)

Transcripts are issued only at the request of the student/alumni. Transcripts will not be released to a third party without the written consent of the student/alumni.

Please allow one week for processing

N.B.

Cost for an official transcript is KShs. 1500/= Student copy is KShs. 700/=.

Receipt NO. _____ Signature _____

FINANCE DEPARTMENT

Records Office, 2021