NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

ACADEMIC REGISTRY – Admissions and Students Records.

APPLICATION FOR ACADEMIC TRANSCRIPT

- This form is to be used to apply for an Academic Transcript
- An Academic Transcript will not be issued to students who have outstanding financial payments to the University.
- Any questions or queries relating to the issuance of Academic Transcripts are to be directed to the *Senior Assistant Registrar – Admissions and Students Records, on +263 9 282842 Ext 2362/2392 or email* admissions@ nust .ac.zw.
- A National University of Science and Technology (NUST) Transcript is an official document issued without any alterations or erasures, listing the results of ALL programmes and courses in which the student enrolled at the University or its Affiliate Institutions .
- On completion of studies, a transcript is collectable on Graduation day from Faculty Administrators or from the Admissions and Students Records after graduation day. If transcripts are required before Graduation day, students must apply on this form and pay the required fee.
- Processing of transcripts takes **three (3)** working days.
- Current students are advised to first check if their results have been released via the Students Portal before lodging this form.
- The Fee for one academic transcript is **US$ 20.00**. Additional copies requested would require an additional **US$ 20.00** per transcript.

APPLICATION FOR ACADEMIC TRANSCRIPT FORM

Part A: Personal details

Student ID No: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Title: Mr/Mrs/Ms/Dr/Prof   First Name(s):_____

Surname: _____

Date of Birth:_____   Place of Birth _____

Email:_____   Contact No:_____

 Programme: …………………………………………………………….......................................

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No. of copies required: ☐

Part B: Collection/ Postage details: *If you are collecting your transcript, photographic identification must be produced. If someone is collecting on your behalf, a copy of your photographic identification, an affidavit signed by yourself and the collector's photographic identification is required. Students Records staff will contact you when it is ready for collection.*

☐ I will collect

☐ I authorise **COURIER** to collect my transcript.

Post to the following address:

Name:_____

Address:_____

_____

Applicant Signature_____   **Date**_____