

# CONFIDENTIAL

## THE NATIONAL UNIVERSITY OF SINGAPORE (NUS) TRANSCRIPT REQUEST FORM APPLICATION FOR GRADUATE PROGRAMMES (BY COURSEWORK)

### JANUARY 2019 INTAKE

  

MSC (PROJECT MANAGEMENT)  
MSC (INTEGRATED SUSTAINABLE DESIGN)

MSC (ENVIRONMENTAL MANAGEMENT)

SESSION 2018-2019

#### **For Non-NUS graduates:**

Please complete this form and send it to the Registrar (*or relevant person-in-charge*) of the University from which you are requesting your transcript.

#### **For NUS graduates:**

Applicants, who are requesting for transcript from NUS itself, please submit your application online at:-

<http://www.nus.edu.sg/registrar/adminpolicy/transcripts.html>

An application fee of \$5.00 (excl GST) is applicable. To have this form attached to the transcript, you can email this form to [transcript@nus.edu.sg](mailto:transcript@nus.edu.sg) as an attachment or submit it at the Student Service Centre. Please indicate in the Remarks column in the Online request, the mode and date that you have submitted this Form.

Name: \_\_\_\_\_ Birth Date(Day/Month/Year): \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Name & Location of University: \_\_\_\_\_

Date of Enrolment(Day/Month/Year): From - \_\_\_\_\_ To - \_\_\_\_\_

Degree Conferred (as in degree scroll): \_\_\_\_\_

Date of Conferment(Day/Month/Year): \_\_\_\_\_

#### **To the Registrar/Person-In-Charge:**

1. The above named person is applying for admission to our higher degree programme.
2. The application cannot be considered without an official transcript of academic records submitted by your university. This transcript must bear the stamp of your university and the name and signature of the Registrar or authorised person.
3. Subject to the rules governing your university, the transcript should include:
  - I. Date of enrolment.
  - II. A list of all subjects taken (with dates), and the grades obtained in each subject.
  - III. Full title of degree and short title of degree (e.g. B.Eng./B.E./B.Sc./B.S.) awarded and date of conferment.
  - IV. Rank in class.
  - V. Interpretation or explanation of the grades, marks or scores.
4. If the transcript is in a language other than English, please provide an official translation.
5. **DO NOT RETURN TO APPLICANT.** Please mail the official transcript **and** this **Transcript Request Form direct** to the following address in an official sealed envelope with its flap bearing the security seal of the University and the signature of the Registrar or his/her representative (with the designation indicated on the envelope).

We would appreciate receiving the transcript before **15 August 2018**.

Thank you.

The Vice-Dean(Academic)  
Dean's Office (SDE2-02-08)  
School of Design & Environment  
National University of Singapore  
4 Architecture Drive  
Singapore 117566  
Republic of Singapore