



كلية الكويت التقنية  
KUWAIT TECHNICAL COLLEGE

Official Transcript Request Form

**For Student Use Only:**

Student Full Name: \_\_\_\_\_  
First Middle last  
K-TECH ID \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Telephone No \_\_\_\_\_  
Program: \_\_\_\_\_ Start Year: \_\_\_\_\_ End Year: \_\_\_\_\_

**Official Transcript Request Detail**

- Number of Transcripts Requested: \_\_\_\_\_  
- Send Transcripts (for currently enrolled student): ☐ Now ☐ Hold for Current Semester Grades ☐ Hold for Degree Posting

**Method of Delivery:**

- ☐ For PUC  
☐ I will pick up my official transcript in person at the Registrar's Office with a picture ID and the original receipt.  
☐ I would like my official transcript to be sent via Regular Mail To: (Please provide the name and mailing address of the college/organization. K-Tech is not responsible for delivery of transcripts once they have been mailed.)  
Send to: \_\_\_\_\_  
Address: \_\_\_\_\_  
☐ Send electronic unofficial transcript via E-mail to:  
Name: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Permission to Release Records:**

I, (print name here) \_\_\_\_\_ hereby authorize the release of my official transcript(s) to the recipients specified above. I understand that I am fully responsible for the accuracy of the above information. I also understand that my transcript will be ready for pick up **three working days** after the request is processed. Transcripts not picked up within 4 weeks will be discarded.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Finance Use Only:**

**No official transcript will be released for a student who is indebted to the college until indebtedness has been paid in full.**

Tuition Fees are up to date: ☐ Yes ☐ No  
Transcripts Fees Paid (5 KD/Transcript): ☐ Yes ☐ No (Receipt No. #: \_\_\_\_\_)  
Received by: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Registration Use Only:**

Processed by \_\_\_\_\_  
Printed Transcript Serial(s): \_\_\_\_\_ to \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_