



ACADEMIC SERVICES REQUEST FORM

Student ID No:..... Full Name:

Date of Birth: Major:

Mobile No: Private Email:

Please, indicate the type of academic service requested and fill in the required details as appropriate. If you are out of campus, kindly scan the completed form in **pdf** and send via email to academicregistry@ashesi.edu.gh

☐ **Proficiency in English** ☐ **Letter of Attestation** ☐ **General Purpose Introductory Letter**

☐ **Letter of Introduction: Bank Account Opening**

Name of Bank: Branch: Account Type:

☐ **Letter of Introduction: Data Collection (for Research Project)**

Title of Research Project:

Purpose of Research Project:

☐ **Letter of Introduction: Passport Application/Renewal**

☐ **Letter of Introduction: VISA** (Visitors International Stay Admission)

Destination: Departure Date: Return Date:

Passport No: Purpose of Trip:

Address of Embassy in Ghana:

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☐ **Transcript of Academic Record**

Academic Status (please tick as appropriate)

☐ Yet to graduate ☐ Graduated ☐ Unable to graduate

Mode of Collection (please tick as appropriate)

☐ In person ☐ Authorisation ☐ Via email (soft copy)

Mode of Dispatch/Delivery (*additional charges apply*: please tick as appropriate)

☐ FedEx ☐ DHL ☐ Other (specify):

Mailing address of institution (*if transcript is to be mailed to institution*):

.....

Institution's telephone no:..... Email:.....

Number of Copies Requested: Date:

.....

Signature

PLEASE NOTE: The minimum turnaround time for all services is 48 hours after the receipt of this request form. All services attract charges. For transcripts, however, only the first two copies are free. Subsequent copies (hard or soft copies) attract a processing fee of \$10 (or cedi equivalent) per copy. Transcripts are processed and issued on **Thursdays** only, unless an instant/on-the-spot service becomes critically necessary. Delivery by courier service (FedEx/DHL) attracts additional charges. All costs are payable in advance or must accompany request. Service would be denied to students with outstanding financial obligations to the University.