Transcript Request Form

A transcript is a student`s official academic record. Official transcripts are embossed, signed by the Registrar, and printed on official transcript paper. They may be sent directly to third parties or to you in a sealed envelope.

**Instructions for Ordering a Transcript**

·Step1: Fill the *Transcript Request Form* as required.

·Step2: Complete the payment(s), including the fees of transcript and express service.

·Step3: Send the *Transcript Request Form* and your receipt as two attachments to [oiss@jnu.edu.cn](mailto:oiss@jnu.edu.cn)

**Requirements for Filling the Form**

·Provide all requested information legibly, choose the type(s) of transcript(s) requested (tick √).

·Make sure to sign the form where indicated and make sure the signature is in ink.

·Electronic signature (scanned picture) is allowed and you should fill in the statement below the e-signature.

·**Fill in CHINESE if the address is in China**, including Hong Kong, Macau and Taiwan.

**Attention**

Transcript requests ordinarily are processed within a minimum of two working days from the date of receipt; however, it may take longer time to process requests during busy periods. If you request a transcript, you should submit your request (including *Transcript Request Form* and the payment receipt) as early as possible, particularly when you have a deadline.

**Please provide all information requested below.**

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| **PERSONAL INFORMATION \*exactly as printed on your government-issued ID** | | | | | |
| Chinese Name (如有，请完整填写中文姓名) | | Family Name (s) | | Given Name (s) | |
| Date of Birth (yyyy/mm/dd, eg: 2002/06/23) | | Gender  Choose one. | | Phone (including area/country code) | |
| Year of Attendance | Campus/Program  Choose one. | Session  Choose one. | | | |
| I authorize Jinan University to release the official transcript of my education record to the recipient(s) indicated below.  Student Handwritten Signature (required): Date: | | | | | |
| **Self-Certification Statement (only for electronic signature):** By checking this form, I certify that I, am the above named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink. | | | | | |
| **( ) ELECTRONIC TRANSCRIPT REQUIREMENT \*Scanned Copy** | | | | | |
| Email Address | | Type  Electronic copy sent to Choose one. | | | |
| Do you have any other requirements ? | | | | | |
| **( ) OFFICIAL TRANSCRIPT REQUIREMENT \*Official Copy Sealed in the Envelop** | | | | | |
| Number of Copies | Name of Recipient | | Company/University/Institution | | |
| Country | State/Province/Region | City | Zip/Postal code | | Phone Number |
| Address | | Type  Printed copy sent to Choose one. | | | |
| Do you have any other requirements ? | | | | | |