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## TRANSCRIPT REQUEST FORM

Name of students: \_\_\_\_\_ Current Grade: \_\_\_\_\_

### **Requesting Documents:**

**Transcript** (*For High School students only*) [- Number of copies: .....]

*\*Fee charged: more than 1 set will be charged 5USD/set*

### **Reasons for requesting these documents:**

To submit to apply for a new school

To submit for college application

To submit to company

To submit for visa issuance purposes

Other reasons not mentioned herein: *Please specify*

.....

Please kindly email the completed form to the Registrar Office directly at [registrar@stpaulhanoi.com](mailto:registrar@stpaulhanoi.com)

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_