



Transcript Request

Registrar's Office Use Only

Office of the Registrar

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1. Transcripts usually take **2-3 business days** to be made although times can vary.
2. To collect Transcripts, you must **show a valid photo ID** or give consent for a 3rd party who has valid photo ID to collect the COE on your behalf.
3. Payments must be made to the Finance Office where necessary, this can be done in person, on the phone or online.
4. Clearance sheet should be obtained before delivery of the transcript.

Contact Information (complete ALL Contact Information)

Student Number : _____ Full Name: _____

Address: _____ City: _____

Telephone: _____ Year of Admission /Graduation: _____

Transcripts to be...	Personal or Official (tick)	Number of copie (10,000 f cfa)	Sub-Total f cfa
I will collect the transcripts myself : PERSONAL COPY	<input type="checkbox"/>		
Post my transcripts to the above address : OFFICIAL COPY	<input type="checkbox"/>		
Post my transcripts to the following institution: <i>Address of institution:</i> _____ _____ _____			
The below friend or family will collect the transcript: <i>Name:</i> _____			
Optional Addition (extra 10,000cfa per transcript) How many of your above selected copies would you like sent via tracked/ signature post? ____ Address to send them to: _____			

Total: _____

Transcript Consent (sign below then pay finance if necessary)

Signed: _____ Date: _____

Finance Office Use Only

Approved: _____ Date: _____